T50

User Manual

（V1.4）

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PREFACE

Honorable customers:

Thank you for choosing our product. Our product adopts world leading technologies — Fingerprint Recognition, Computer Communication and Microelectronics, which is the combination of three technologies. It is no doubt that Anviz Global, Inc. has already become the first choice for standalone, time attendance, and access control products for enterprises with its strong function and accuracy.

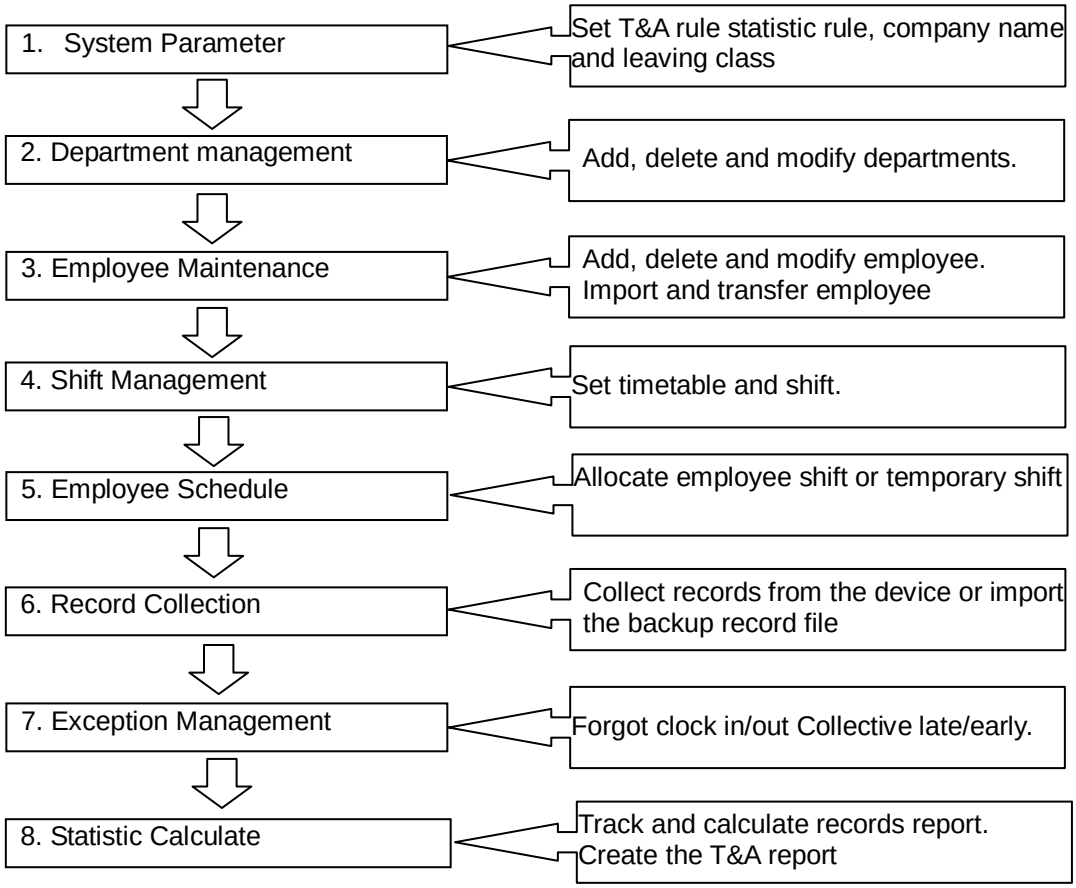
Please read the user manual carefully before installation. You will have a general understanding of our products functions, and will be able to obtain basic knowledge regarding installation, debugging, maintenance, application, and management to better use this product

Our product adopts the latest fingerprint and RFID recognition technology. It will bring enterprises the unparalleled reliability and convenience in which the users will get many benefits from the product.

Software Operation flowchart

This software includes: System Parameter, Department Management, Employee Maintenance, Shift Management, Employee Leave, and Statistic Report, etc. It is not enough to only understand the function of each module, but to know the relationship between the modules and the system operation flowchart. Therefore, you can get the correct report.

Employee Software operation flowchart is as follows:


1. System Parameter
Set T&A rule statistic rule, company name and leaving class
2. Department management
Add, delete and modify departments.
3. Employee Maintenance
Add, delete and modify employee.
Import and transfer employee
4. Shift Management
Set timetable and shift.
5. Employee Schedule
Allocate employee shift or temporary shift
6. Record Collection
Collect records from the device or import the backup record file
7. Exception Management
Forgot clock in/out Collective late/early.
8. Statistic Calculate
Track and calculate records report.
Create the T&A report

1. When running the software for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late, and overtime etc. Make sure the system parameter complies with the enterprise management requirement .When finishing the parameters configuration; you do not need to modify the configuration unless the management rules change.
2. Normally, there are many departments in one company and all departments need to be inputted manually, unlike importing the employee list directly. Department setup should be completed before employee maintenance.
3. When running the software for the first time, please put the employee information in a Text file (*. txt) or MS Excel file (*.xls) format according to the requested format. For the requested

employee information format, please refer to the Chapter [Import employee List] so that all employee information can be imported to the system at one time. Employees can be added, deleted, modified, and transferred, to a new department, in the future.

4. According to different company work conditions, please edit the timetable (the period from on-duty time to off-duty time) ahead and then set shifts.

5. After the shift setup, you must allocate the shift to each employee. Each employee can only have one shift each day. Please note the beginning date of the shift. After shift allocation, you can see the arranged working date and time for employee clearly.

6. Attendance records are stored in the time attendance device. So please download the records from the device before report calculation. In addition, employee information and fingerprint templates can be uploaded and downloaded between the device and the software. Please refer to Chapter 4 for more information.

7. There will always be employees that have to leave for business reasons or personal leave or may have forgotten to clock in/out. When the above cases happens, please address right way in the software to ensure the accuracy of the statistic report.

8. After all the above mentioned operations are finished, you can calculate and get the report. You can get different statistic reports, such as the report of all employees, the report of a department employee, and the report of a certain time period.

In the software [Attendance Calculating and Report] interface, please select department /employee and the beginning /ending date first, then press [Calculate]. The software will automatically search and check the validity of the records. There may be some invalid records stored in the device, such as one employee may press his finger twice one time. Normally one of the records will be regarded as invalid. If there is any error in the software calculation, the administrator can modify the records manually to ensure the accuracy of the result.

Note: From the above flowchart, we can see that if there is any error in calculation report, the possible reasons are as following,

- Attendance rules setup is incorrect.
- Employee shift or temporary shift is incorrect.
- Dealing with employee business leave/personal leave/forgot clock in/out is incorrect.
- Attendance records calculating and checking is incorrect.

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Chapter 1. Product Introduction

The main theme of this chapter is the advantage of this T & A, as well as function introduction.

1. Product Introduction

1.1. T50 Product introduction

T50 is a standalone time attendance and access control device produced by Anviz in 2011. With an Anviz optical fingerprint sensor and new fingerprint recognition algorithm, the T50 can identify all difficult fingerprints with high accuracy. Optional accessory-buckler can be used for outdoor installation.

1.2. Function

- World's leading brand; Simplicity-led design;
- Anviz optical fingerprint reader; Scratch-proof, Unbreakable and Durable; Will accept all kinds of fingerprints;
- Stylish blue LCD; Musical buzzer;
- Works as a Stand-alone; Standard 1000 fingerprints;
- Standard 50000 records;
- Multiple identification method: fingerprint only, ID + password, ID + fingerprint;
- Standard RS485, Wiegand26 output, dry contact output, optional TCP/IP network interface;
- Optional Anviz SC021 access controller for separate type secure access control;
- Optional waterproof cover for outdoor use; Doorbell button for direct connection with door bell;
- Wall mounted. Combined 2-in-1 function for both time attendance and access control;

1.3. Technical Parameter

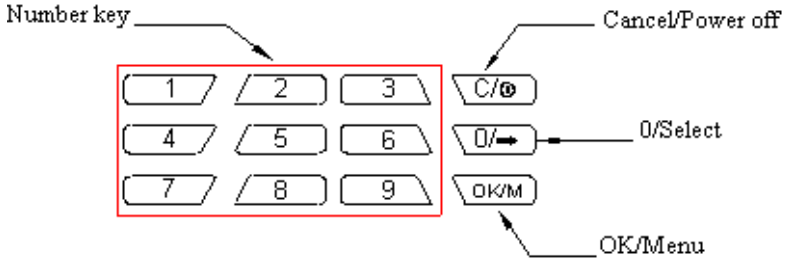
Items	Parameter
Size	137mm×65mm×40mm
Material	ABS Plastic
Sensor	Optical CMOS
FP Capacity	1000
Record Capacity	50000
Resolution	500DPI
Scan Area	18*22 MM
Communication Method	RS-485,TCP/IP，USB
Identification Method	FP, ID+PSW, ID+FP
Identification Time	≤ 1 s
FRR	0.001%
FAR	0.00001%
Temperature	-10℃---＜60℃
Working Current	＜130mA
Sleeping Current	＜20uA
ESD	＞15000V

Chapter 2. Operation Guide

This chapter is mainly about appearance, illustration, and relevant system settings such as how to add and delete users etc.

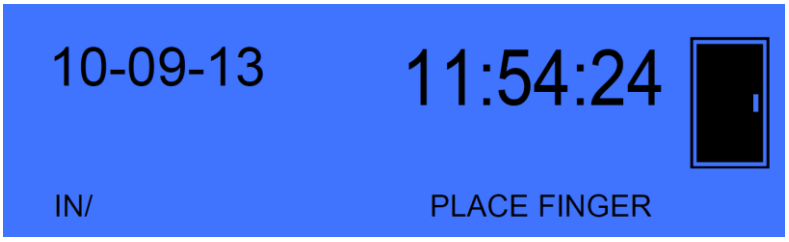
2. Operation Guide

2.1. Keypad Introduction



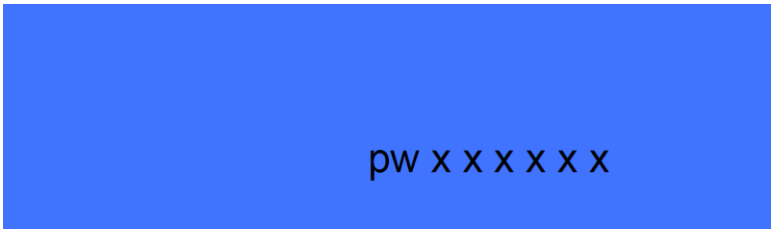
2.2. Default Interface

Connect device to 12v power. Device will make 4 short beeps and enter default interface as following,



2.3. Management Menu

In order to manage data, you need to enter management menu. Press [OK/M] key to password verification interface,

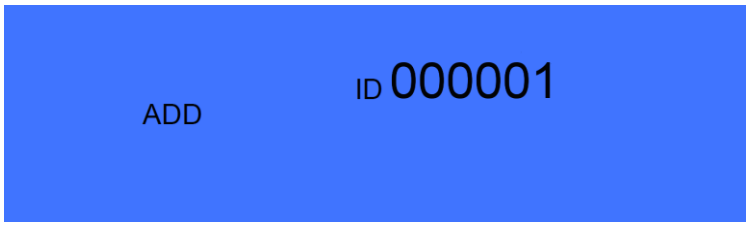


Input management password (default is 12345). Press [OK/M] key to confirm. Device will make 4 prompt sounds and enter management menu.

Press [0/→] key to switch between different options in the interface above.

2.3.1. Add User

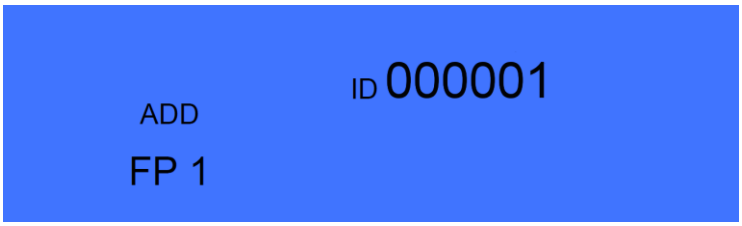
In management menu, press [0/→] key to select [ADD] option, and press [OK/M] key to enter “Add user” interface.



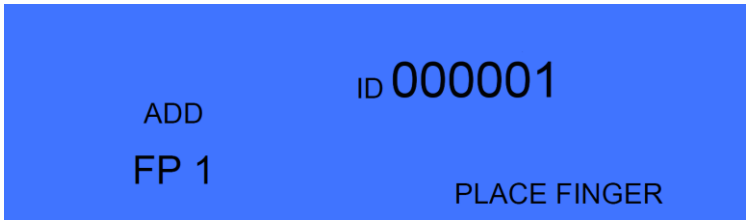
Input new user ID (max. 6 digit, i.e. 000001). Press [OK/M] to confirm. Then press [0/→] to choose FP 1st or 2nd or password to register.

2.3.1.1. FP registration

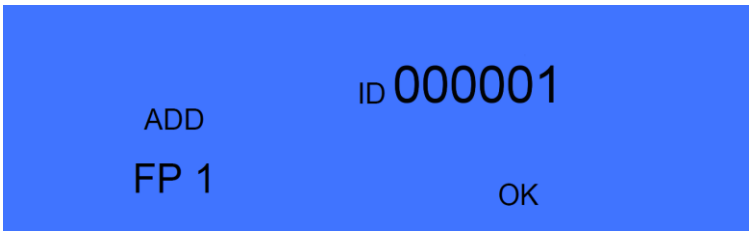
Select FP1 (or FP2) and press [OK/M] to confirm.



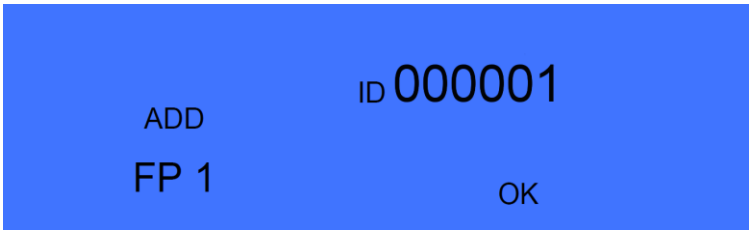
Start FP registration:



Place finger needed to register on scanner window. After a short beep, move finger away. The LCD interface will show as following,



Place the same finger on scanner window again. After a short beep, move your finger away. If success, device will sound 4 short beeps. The interface will show “OK” like this,



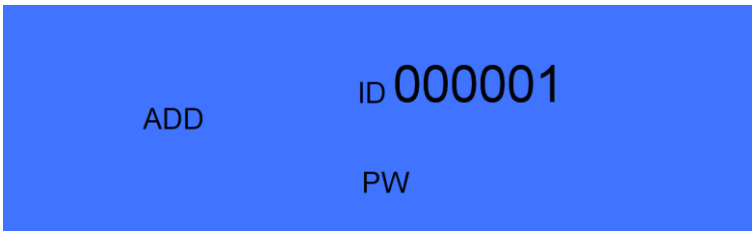
If registration fails, device will prompt a long beep and interface will show “Fail” like

this,

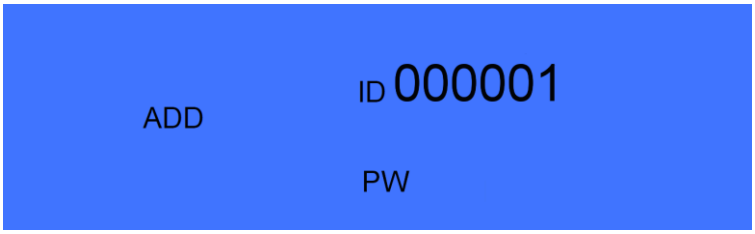
If the fingerprint has been registered, device will sound “di-di-” indicating this fingerprint repeats and interface will show “FAIL” like this,

2.3.1.2. Password registration

Press [0/→] and switch to PW option,

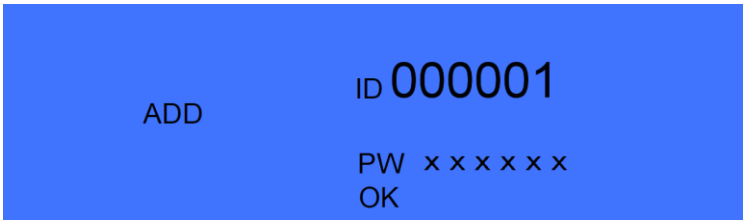


Press [OK/M] to confirm and start password registration,



Input user password through keypad (max. 6 digit). Press [OK/M] to confirm and device will sound two short beeps which prompts input password again.

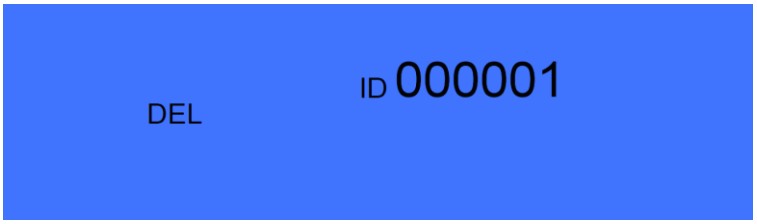
After inputting password twice, press [OK/M] to confirm. And device will sound 4 short beeps indicating success.



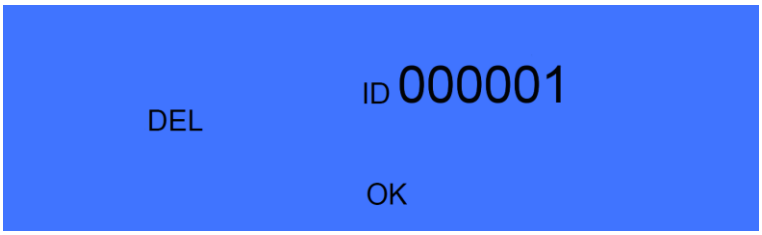
2.3.2. Delete User

In management menu, press [0/→] and select [DEL.].

Press [OK/M] to enter “Delete user” interface.



Input the user ID needed to be deleted (i.e. 000001). Press [OK/M] to confirm. Device will sound 4 short beeps indicating the user deletion is successful.

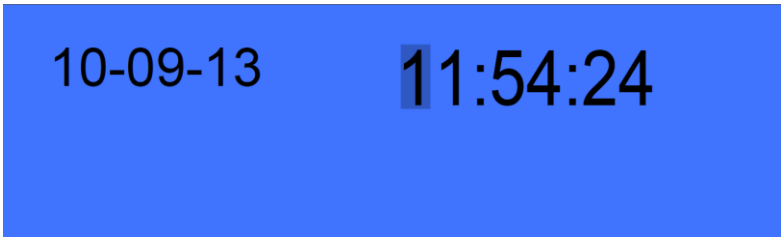


2.3.3. Set Date/time

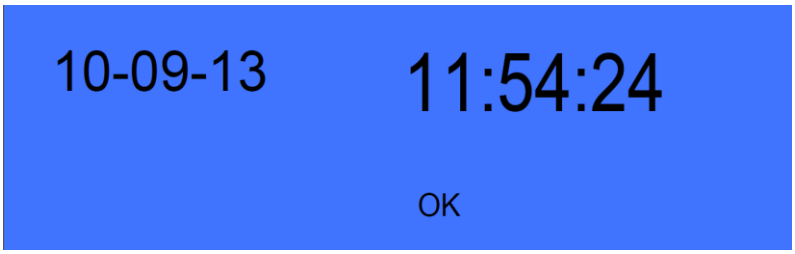
Press [0/→] to select [TIME] option

Press [OK/M] to enter setting interface.

Input the date with number key. Press [OK/M] to confirm. And then set time as following,



Input the time with number key. Press [OK/M] to confirm. Device will sound 4 short beeps, indicating set successfully.

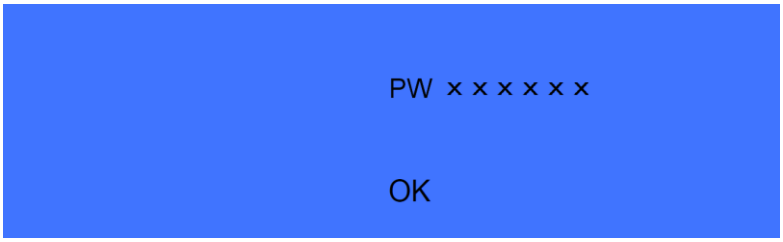


2.3.4. Administration Password Setting

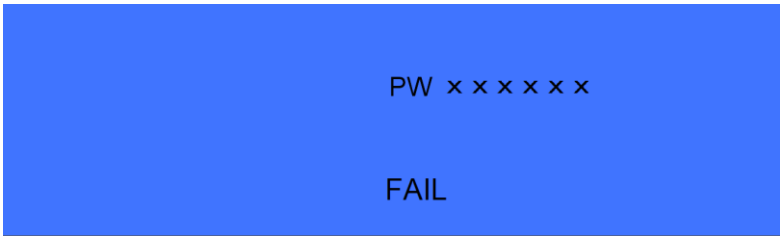
Press [0/→] to select [SET.] option:

Press [OK/M] to enter admin password setting interface,

Input admin password through keypad (6 digits). Press [OK/M] to confirm and device will sound two short beeps which prompts input password again. After inputting the same password twice, press [OK/M] to confirm. And device will sound 4 short beeps indicating success.



If the two passwords are different, the device will sound a long beep, indicating the password modification failed.



2.3.5. Verification

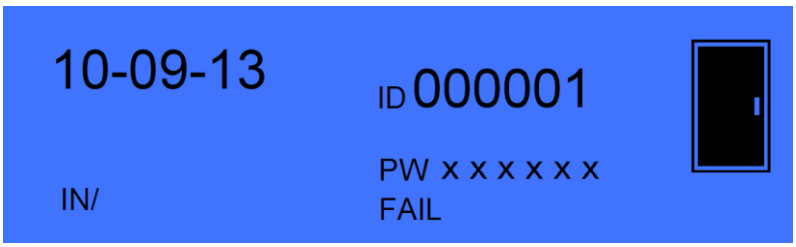
2.3.5.1. Password Verification

In default interface, input user ID through keypad and press [OK/M] to confirm.

Second, input user password, press [OK/M] to confirm.

If device sounds 4 short beeps, prompting verification is successful.

If device sounds a long beep prompting verification failed.

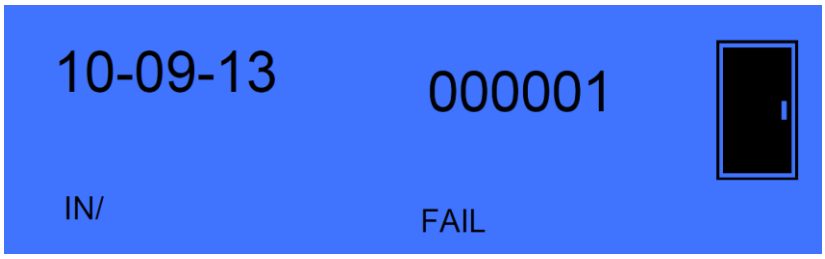


2.3.5.2. Fingerprint Verification

In default interface, place registered finger on scanner window. After a short beep, move the finger away.

If device sounds 4 short beeps, prompting verification is successful.

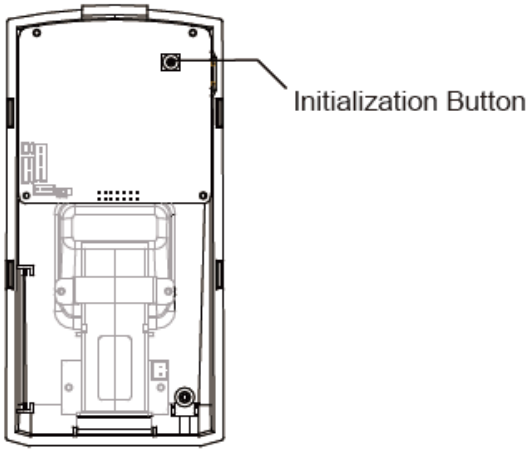
If device sounds a long beep prompting verification failed.



2.3.6. Initialization:

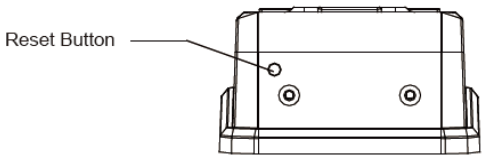
Return password to factory defaults

To initialize the device and reset the management password back to the default password (12345) press the 'Initialization Button' until you hear beeps. The operation will not delete any user data stored in the device.



2.3.7. Reset: Restarts Device

Press the 'Reset' button at the button of the device until the LCD goes out. Now release the button the device will restart.



Notice：Resetting will not delete any information or settings stored in the device.

Chapter3. System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

3. System Installation

First we should install background management software on the computer. Please refer to the following steps:

3.1. Running Environment

Hardware environment：

Pentium Ⅱ 266 and above; PentiumⅢ500 and above is recommended;

128 Memory and above; Minimum 100M hardware space;

COM Port;

CD-ROM (CD-ROM needed in installation);

VGA support 800*600 resolution and above;

Operating system:

Microsoft Windows 2000/ XP (recommended);

Microsoft Windows Vista;

Microsoft Windows 7;

3.2. System Installation

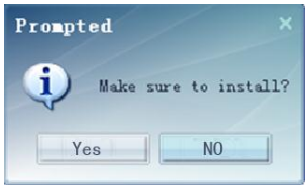
Please insert disc into CD-ROM and the disc will automatically run the Guide interface. If not, please run Guide interface.exe in the root directory of the disc. The following window will pop up:

Click [Installation] to continue installation (see the picture below):

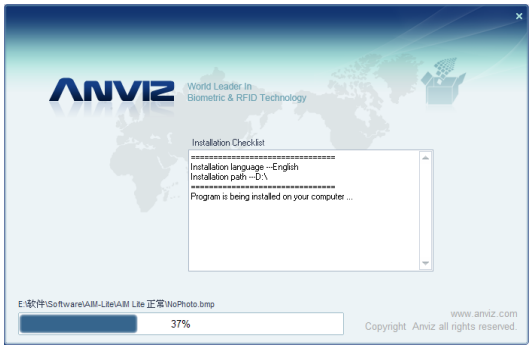
Please select local dialect：

Select installation path，default as：“D:\” click “Next month”：

Please confirm the installation list and click “Install”



Click “Yes”



The installation will be done after seconds (see the picture below):

Click [Finish] to close the installation program and an icon [ ] will be added to the desktop.

Chapter4. Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage employee information, set rules of attendance etc.

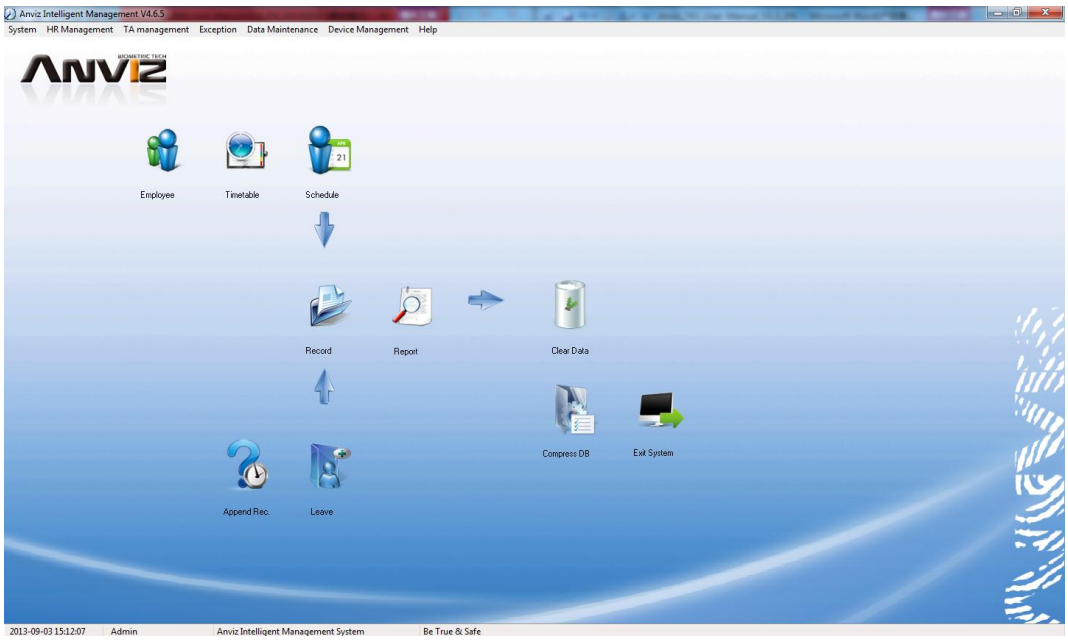
4. Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage employee information, set rules of attendance etc.

4.1. Log in System

Double click the icon [ ] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

The default administrator's name is "Admin" and password is empty. Log into the system and the following interface will be displayed:



The main interface includes three parts:

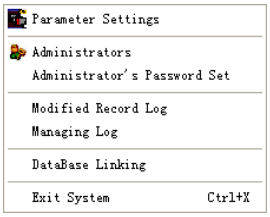
1. System menu: Includes the whole function module & information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Shows the current time, logged-in administrator and system information.

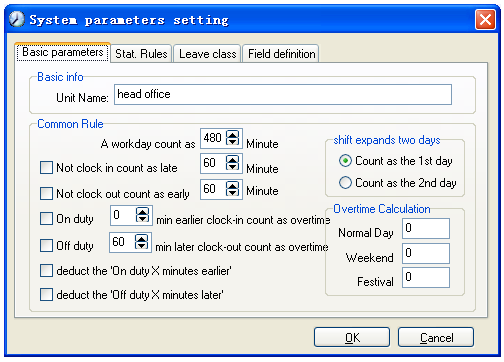
4.2. System

Click [System] on the main menu, following springs:



4.2.1. Parameters Settings

Click [Parameters Settings] in system menu. The following window will prompt:


System parameters setting
Basic parameters
Stat. Rules
Leave class
Field definition
Basic info
Unit Name: head office
Common Rule
A workday count as 480 Minute
Not clock in count as late 60 Minute
Not clock out count as early 60 Minute
On duty 0 min earlier clock-in count as overtime
Off duty 60 min later clock-out count as overtime
deduct the 'On duty X minutes earlier'
deduct the 'Off duty X minutes later'
shift expands two days
Count as the 1st day
Count as the 2nd day
Overtime Calculation
Normal Day 0
Weekend 0
Festival 0
OK
Cancel

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

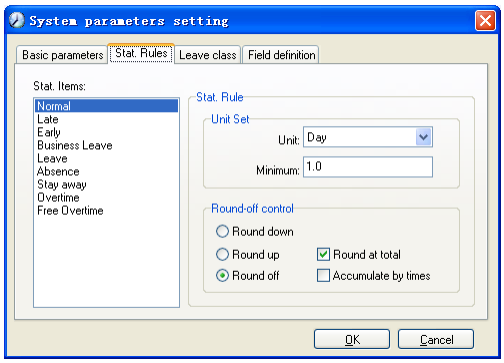
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page [Stat. Rules], following shows:



This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, stay away, overtime, free overtime.

Unit Set: Set the accounting unit and minimum time of stat time.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Round at total: Add up the total time and then round according to corresponding unit.

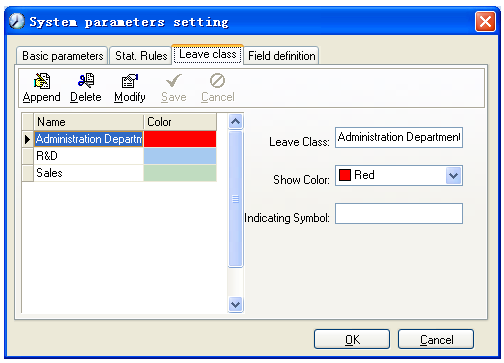
Accumulate by times: Only calculate the total times, display the accumulated times in report.

Notice: The setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class], following shows:



Add new leave class:

Click [Append], input the name of leave class and choose color, then click [save] to keep it.

Modify leave class:

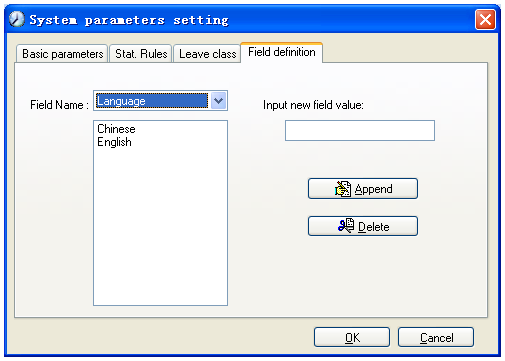
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save].

Delete leave class:

Select the name of leave class which one needs to be deleted, click [Delete], and click [OK] to finish the operation.

Field definition:

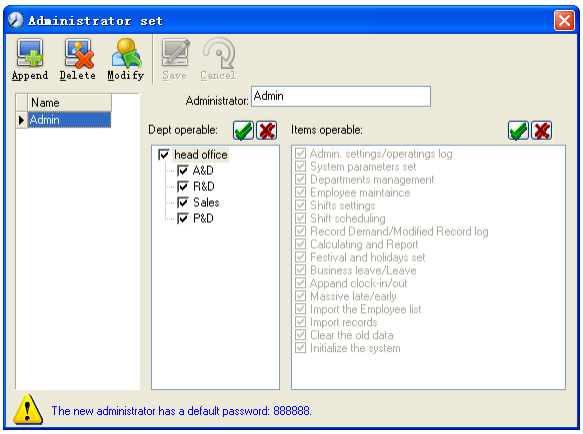
Click page [Field definition], following shows:



This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

4.2.2. Administrators

Click [System]-[Administrators], following window shows:



Append new administrator:

Click [Append]—input the name of new administrator in the field of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the "Department operable" for the administrators (select the new department in the "Department operable" list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

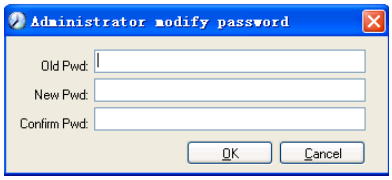
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator which need to be deleted and click [Delete] to finish deleting according to the prompt.

4.2.3. Administrator's Password Set

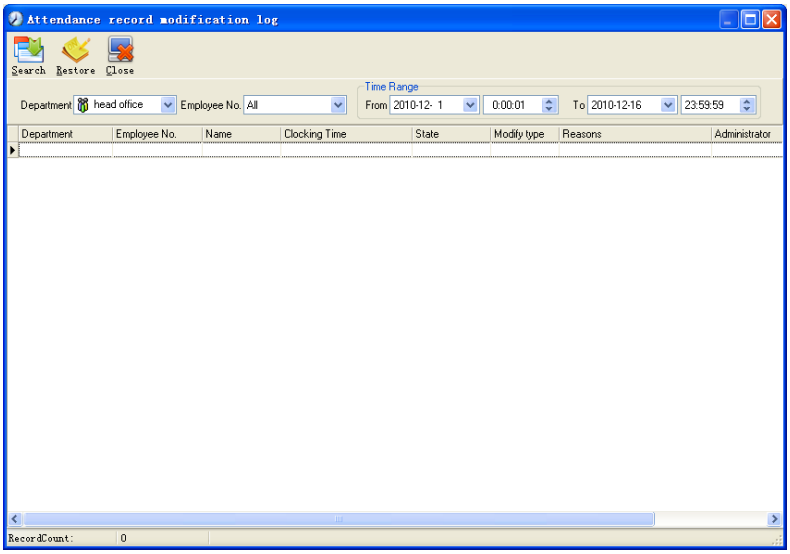
Click menu [System]--[Administrator's Password Set], following springs:



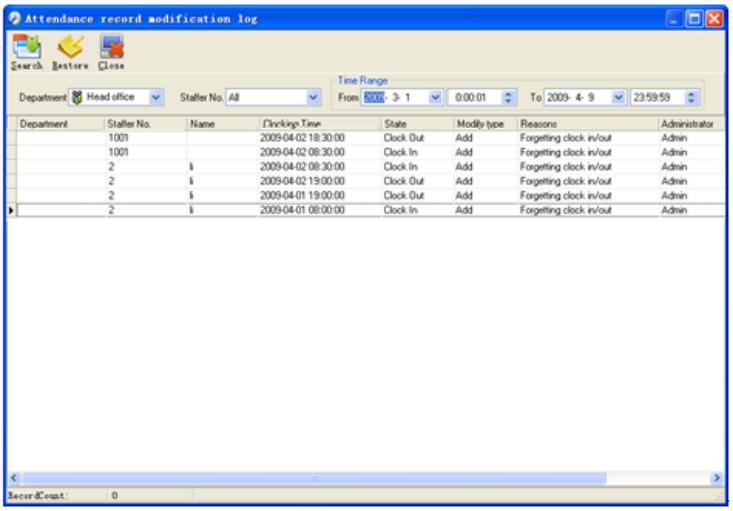
Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

4.2.4. Modified Record Log

Click menu [System]--[Modified Record Log], following springs:



Select department, employee No. and time range, click [Search] and those records which match the above condition will be displayed.

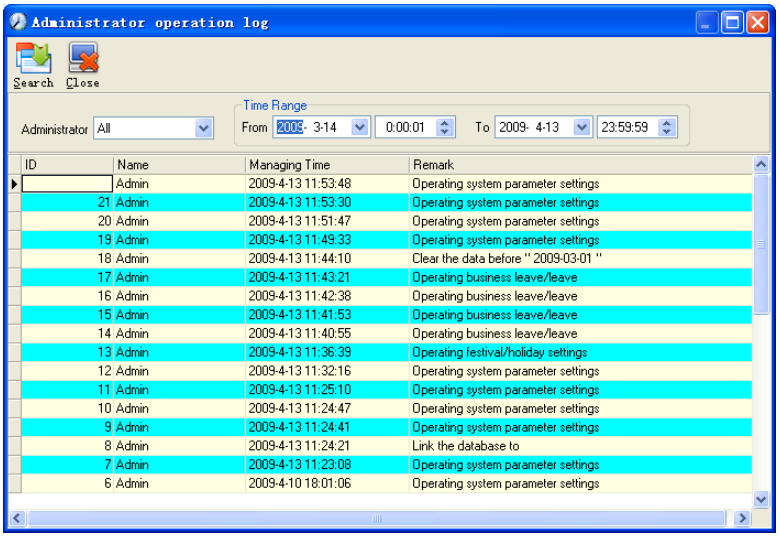


Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

4.2.5. Managing Log

Click menu [System]--[Managing Log], following springs:

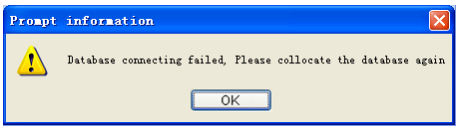

Administrator operation log
Search
Close
Time Range
Administrator All
From 2009- 3-14 0:00:01
To 2009- 4-13 23:59:59
ID Name Managing Time Remark
Admin 2009-4-13 11:53:48 Operating system parameter settings
21 Admin 2009-4-13 11:53:30 Operating system parameter settings
20 Admin 2009-4-13 11:51:47 Operating system parameter settings
19 Admin 2009-4-13 11:49:33 Operating system parameter settings
18 Admin 2009-4-13 11:44:10 Clear the data before '' 2009-03-01 ''
17 Admin 2009-4-13 11:43:21 Operating business leave/leave
16 Admin 2009-4-13 11:42:38 Operating business leave/leave
15 Admin 2009-4-13 11:41:53 Operating business leave/leave
14 Admin 2009-4-13 11:40:55 Operating business leave/leave
13 Admin 2009-4-13 11:36:39 Operating festival/holiday settings
12 Admin 2009-4-13 11:32:16 Operating system parameter settings
11 Admin 2009-4-13 11:25:10 Operating system parameter settings
10 Admin 2009-4-13 11:24:47 Operating system parameter settings
9 Admin 2009-4-13 11:24:41 Operating system parameter settings
8 Admin 2009-4-13 11:24:21 Link the database to
7 Admin 2009-4-13 11:23:08 Operating system parameter settings
6 Admin 2009-4-10 18:01:06 Operating system parameter settings

This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

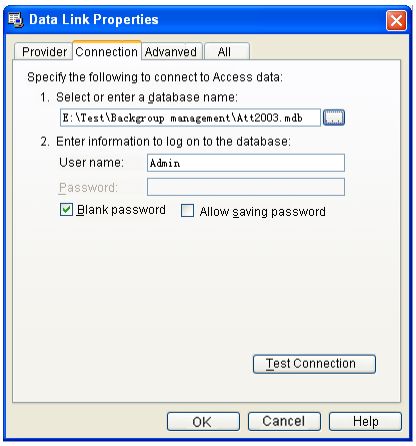
4.2.6. Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link this database again:



Click [Database linking] in system menu, then following springs.

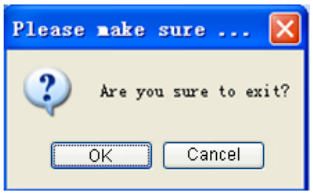


Input the database name or click the ... button to select the correct database file.

Notice: You can click [Test connection] to test the connection correctness of the database.

4.2.7. Exit System

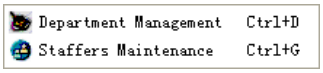
Click [Exit System] in System menu. The following menu springs:



Click [OK] to exit management software and return to Windows system.

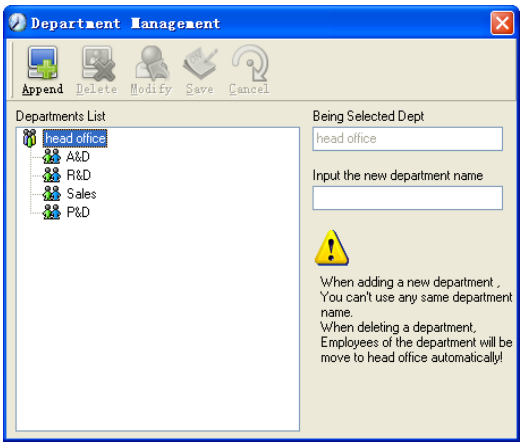
4.3. HR Management

Click [HR Management] on the main menu, following springs:



4.3.1. Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:



Add a new department:

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

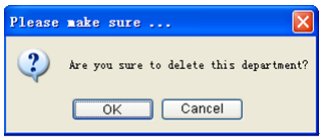
Note: When you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the "Department operable").

Department modification:

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department:

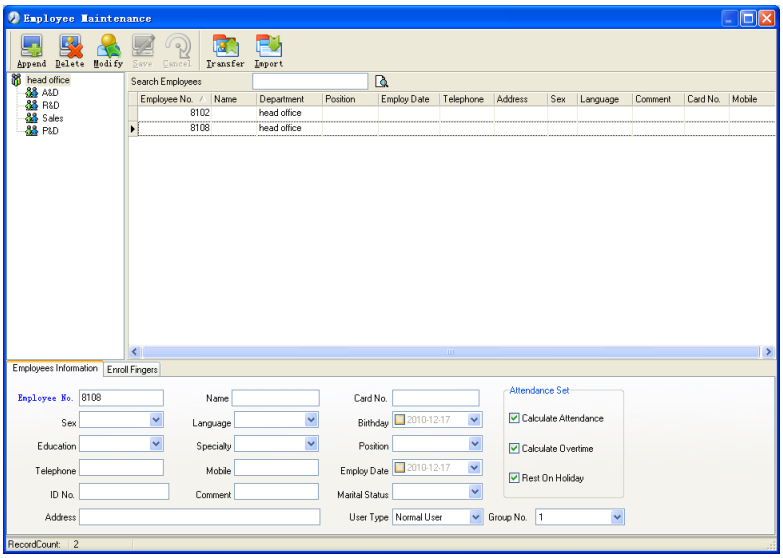
Choose the department, click [Delete] and then click [OK] to complete.



Notice: Repetition of department name is not allowed; if there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

4.3.2. Employees Maintenance

Click [Employees Maintenance] in [HR Management] menu, the following window appears:



Employee's adding:

Choose the department that the employees belong to, clicks [Append], and input employee's information, then click [Save] to complete.

Note:

1. The items ("Calculate attendance", "Calculate overtime", "Rest on holiday") below "Attendance Set" are correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's modification:

Choose the employee, click [Modify] and input the new information, then click [Save].

Employee's deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

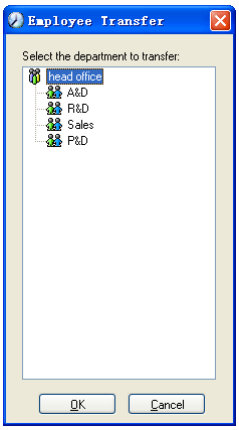
Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

Import employees:

Click [Import], employee importation window springs for importing employees.

Employee's department shifting:

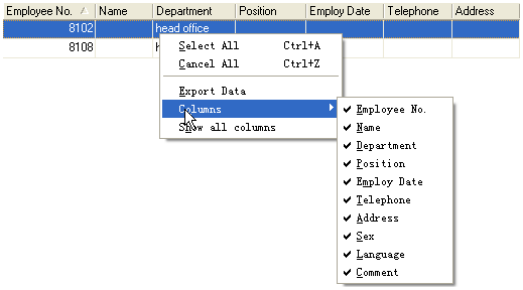
Choose the employee you want to shift the department click [Transfer] and following window will pop up:



Select the new department and click [OK] to complete.

Export Employee:

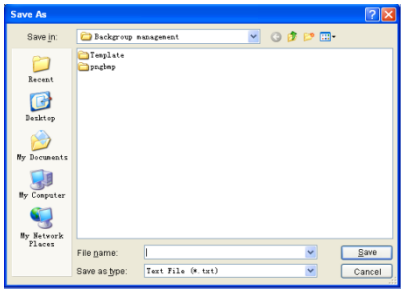
Right-click on employee list and the following window pops:



All displayed fields in employee info list can be defined through submenu of "Column". Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:

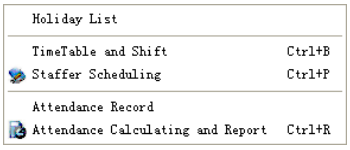


Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

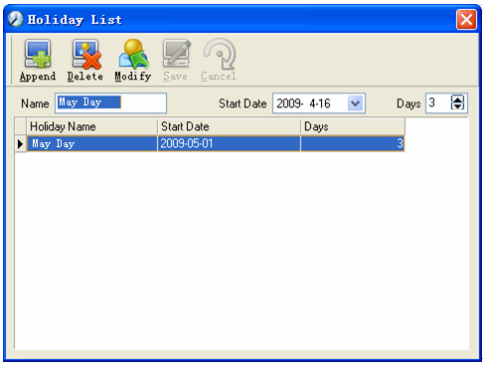
4.4. Attendance Management

Click [TA management] in the main menu, following springs:



4.4.1. Holiday List

Click [Holiday List] in [TA management] menu. The following appears.



Add festivals or holidays:

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform the Deletion of festivals or holidays.

4.4.2. Timetable and Shift

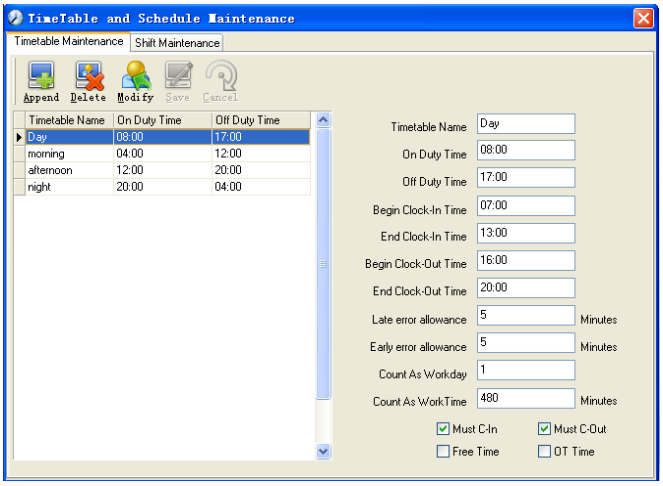
The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [TA management] menu. The following window appears.



Add a new timetable:

Click [Append] and enter the corresponding information:

[Timetable Name] For instance: Day Shift

[On duty Time] (08:00) [Off duty Time] (17:00)

[Begin Clock-in Time] (07:00) [End Clock-in Time] (13:00)

[Begin Clock-out Time] (16:00) [End Clock-out Time] (20:00),

[Late error allowance] (5) [Early error allowance] (5)

[Count as work day] (1)

[Count as work time XXX minutes] (480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

Note: Every item should be setup in timetables with no blank left.

[Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones.

For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late".

[Early error allowance] means how many minutes before [End Clock-in Time] are treated as "early"; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

Note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.

Example——Add a timetable:

Complete process for adding four timetables:

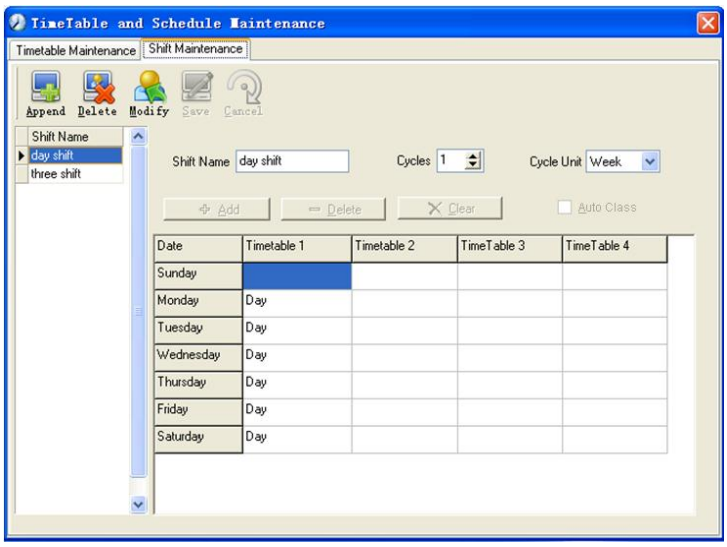
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please note there should be no blank left.)

Shift Maintenance

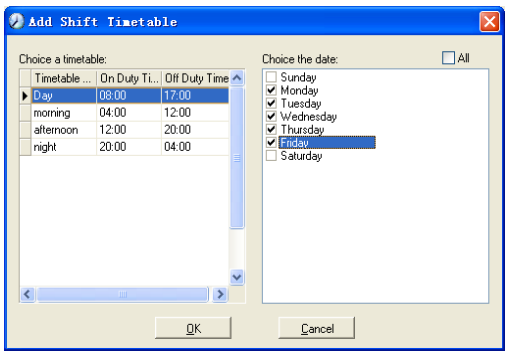
Click [Shift Maintenance] and the following window pops up:



Add a shift:

Click [Append] and enter corresponding shit information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic below)

For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.).



Delete the timetable: Select the timetable you want to delete and click [Delete].

Clear the timetable: Clear all the timetables of the shift.

Arrange the shift automatically: when an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

Select the shift to be deleted and click [Delete].

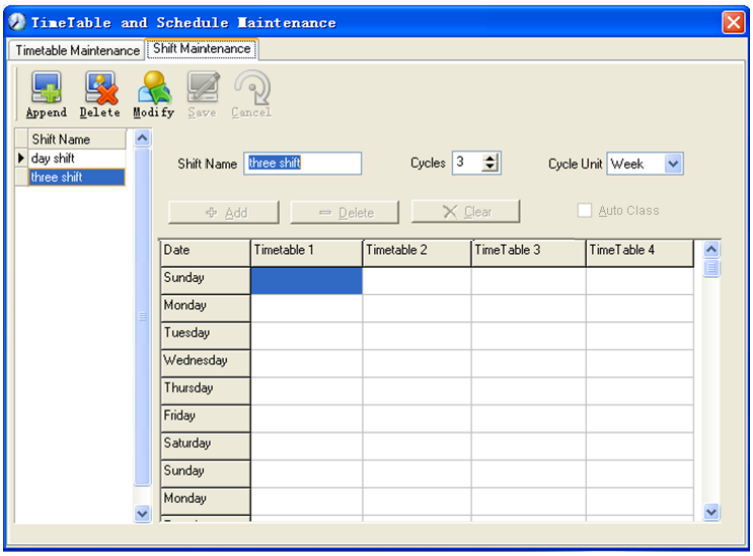
Example---Three shifts:

Add “Three shifts” Shift

Note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.

Step 1:

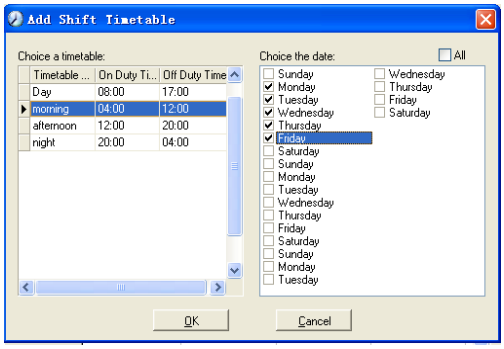
Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “Week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

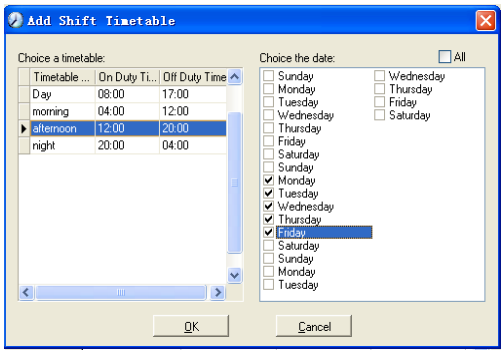
Click [Add] and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable “from Monday to Friday of the first week” and click [OK] to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

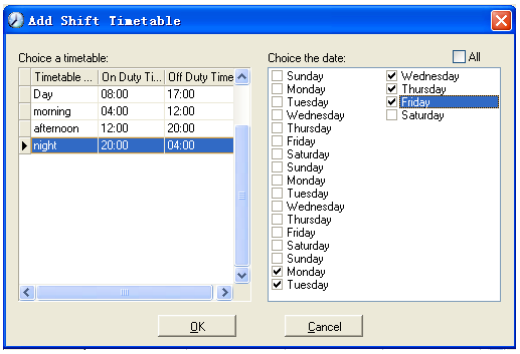
Click [Add], make corresponding operation in the springing window (see the result below):



Click [OK] to complete the working hour setting for the second week.

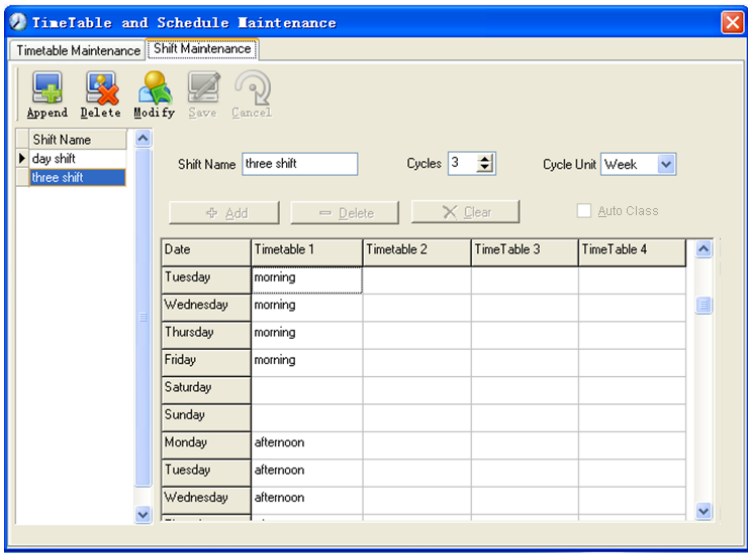
The third week (night shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):



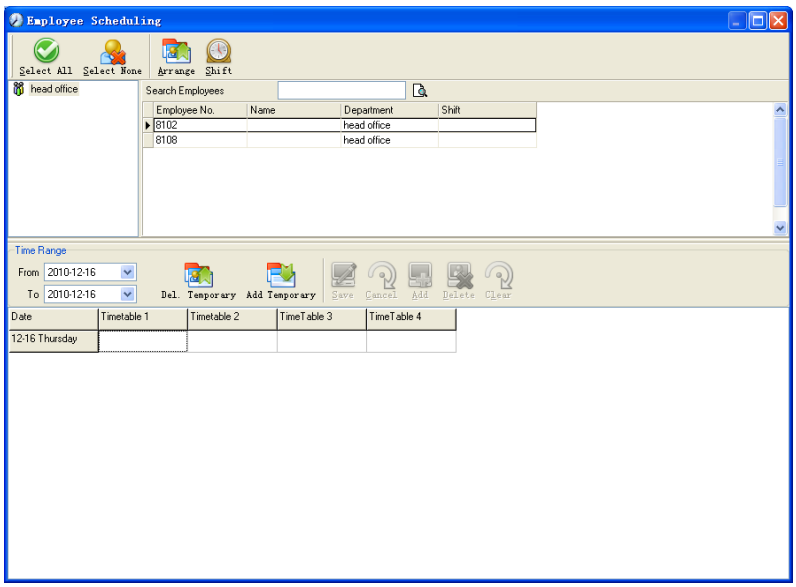
Click [OK] to complete the working hour setting for the third week.

After the completion of above steps, please don’t forget to click [Save] and the setup of “three shifts” will be done (see the picture below):

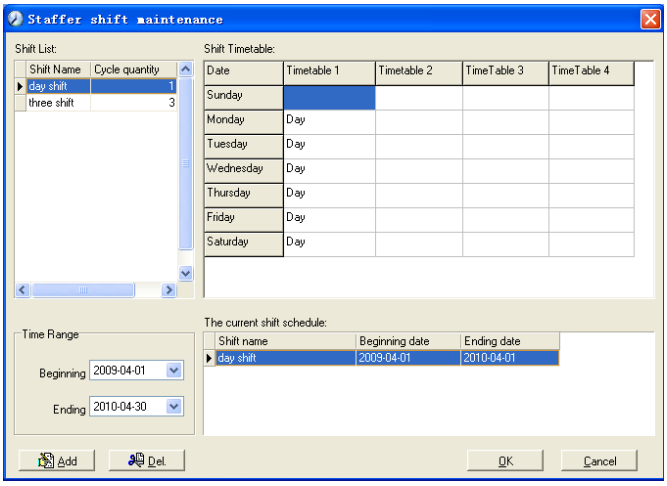


4.4.3. Employee Scheduling

Click [Employee Scheduling] in [TA management] menu. The following window appears:



Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:



Add a new shift:

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of “normal class ", click [Add] button and then click [OK] in Pic above to finish the adding of new shifts.

Note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2, the starting date should setup as “Sunday”.

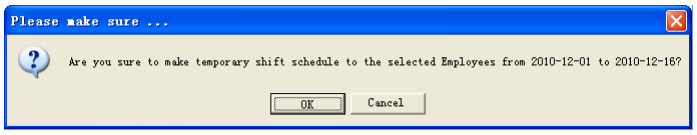
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts:

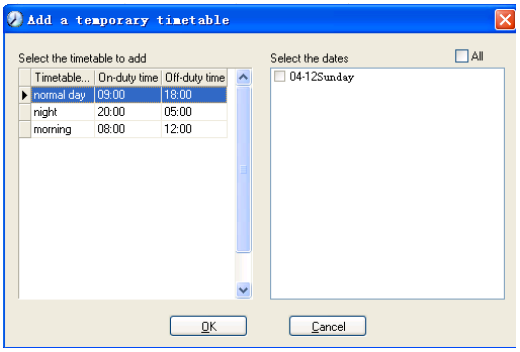
Select the shifts in the shifts which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift. Click [Add Temporary] the following window appears:


Please make sure ...
Are you sure to make temporary shift schedule to the selected Employees from 2010-12-01 to 2010-12-16?
OK
Cancel

Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:



Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

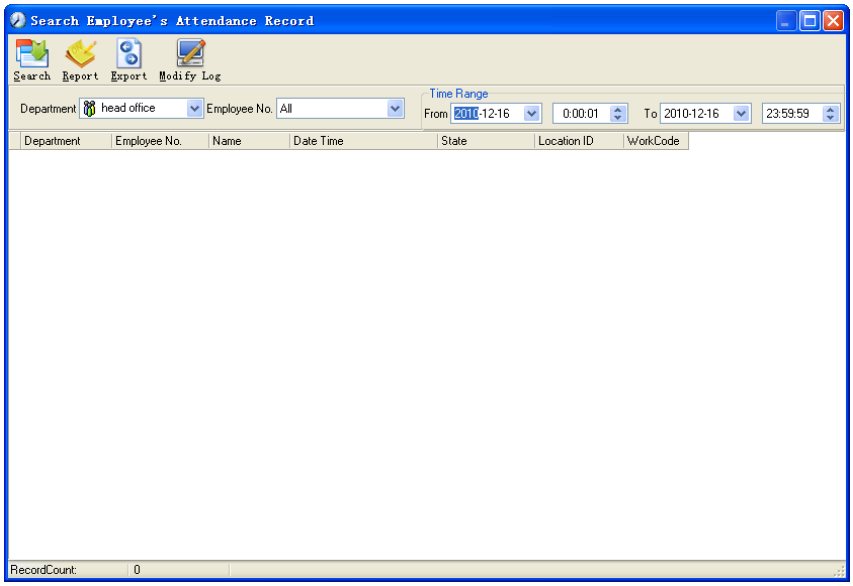
[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

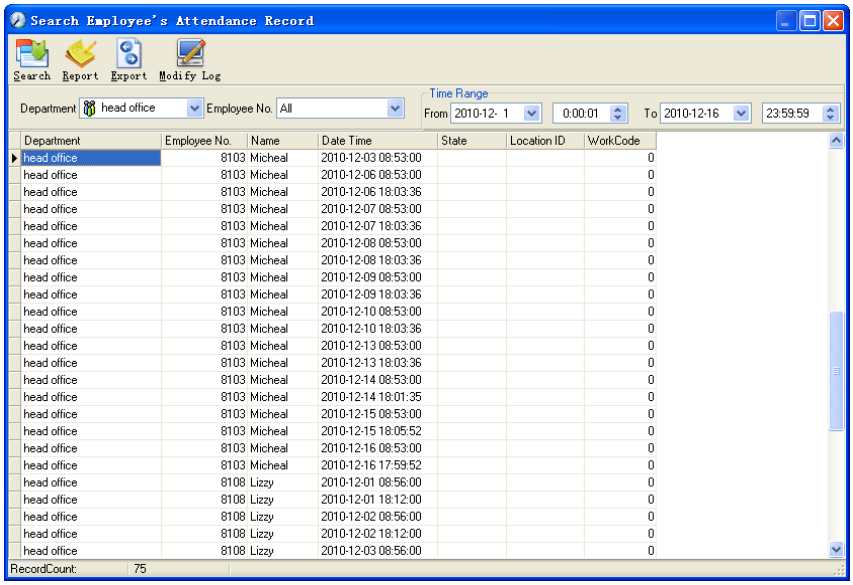
4.4.4. Attendance Records

Click [Attendance Records] in [TA management] menu, the following appears:



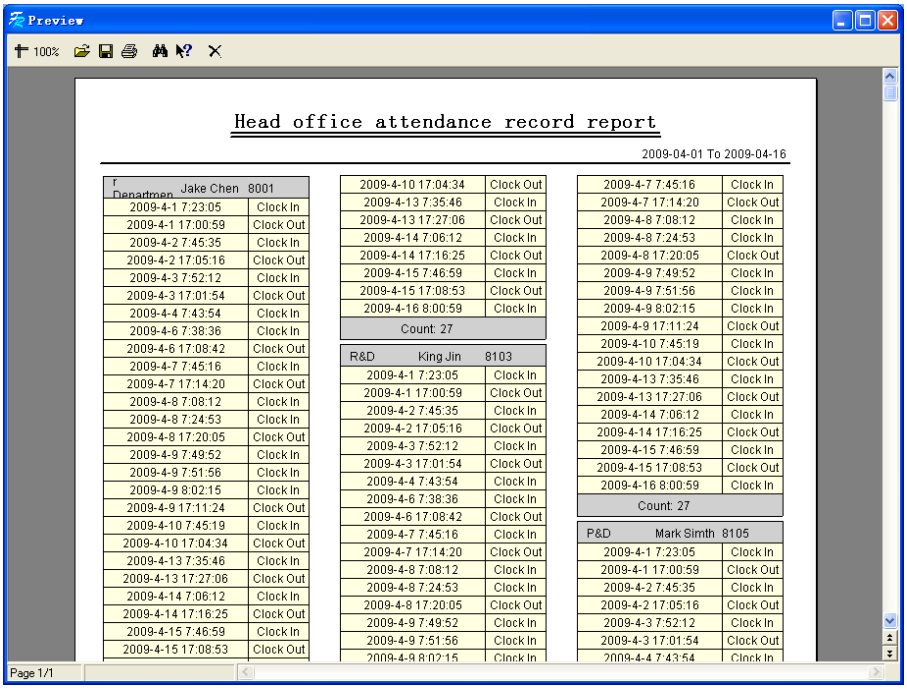
Inquiry of attendance record:

Select the department, employee, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.



Attendance record report form preview:

Click [Report] when the window displays the attendance inquiry records, you can get the report form automatically.



Attendance records exporting

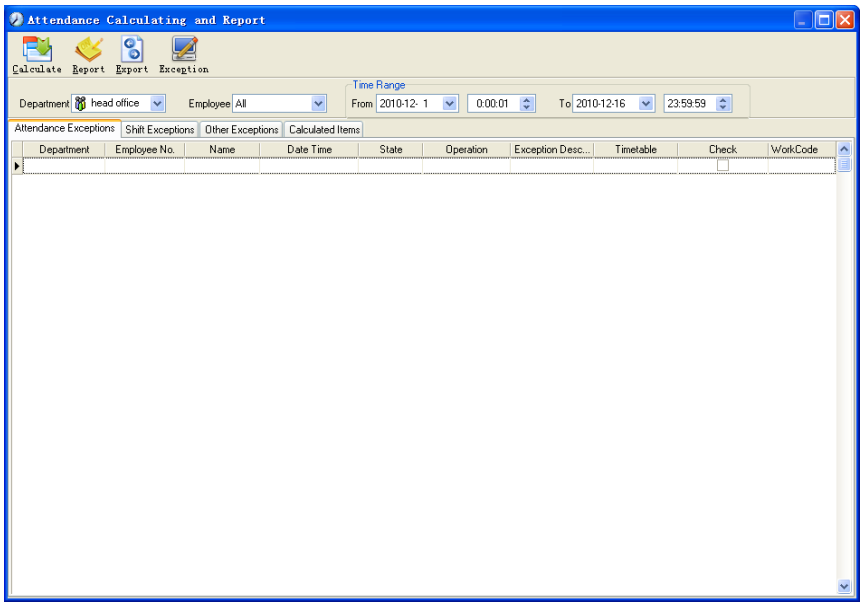
If the user need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: *.txt, *.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

4.4.5. Attendance Calculating and Report

Inquiry of report form:

Click [Attendance Calculating and Report] in [TA management] menu, the following window appears:



Select the beginning, the ending date, the department and employee that need to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display Employee's attendance result in the scheduled time period;

[Other Exceptions]: Display Employee's leave, out and overtime etc.;

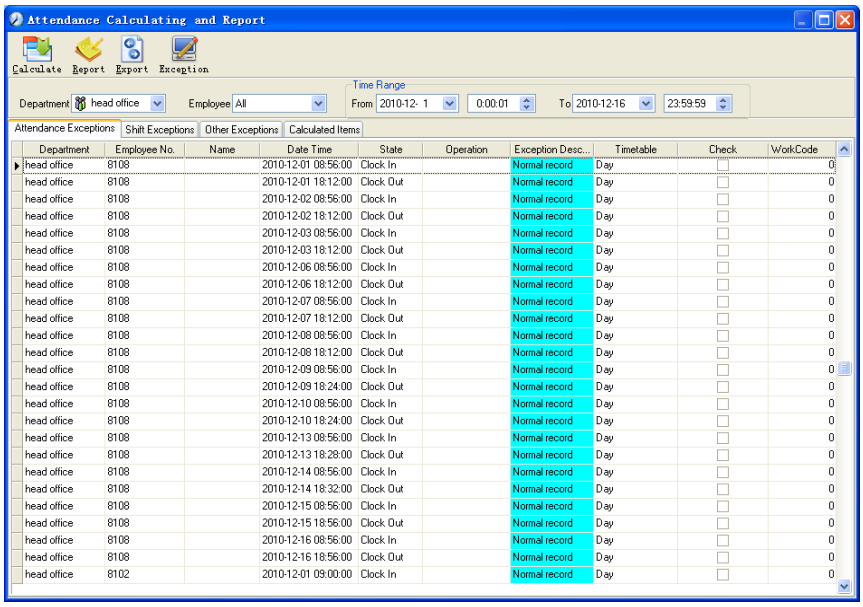
[Calculated Items]: Display all Employee's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

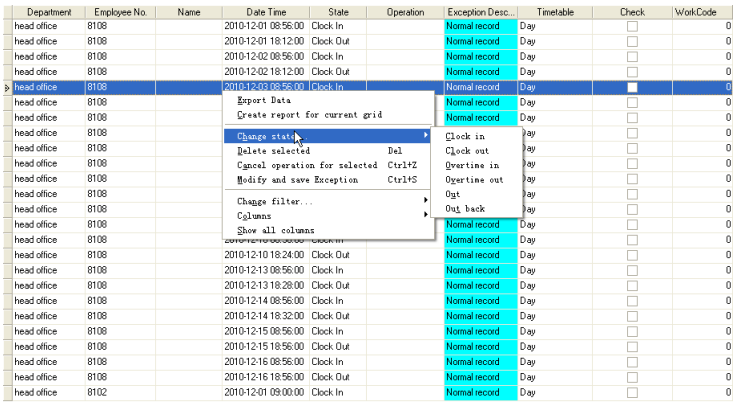
Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:



We will see such mistakes as “state mistake”, “invalid record”, “repeated record”, etc. are described. (If we will revise to write down, click the right key and springs the following menu):



The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

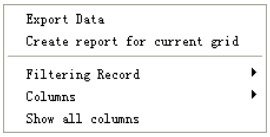
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

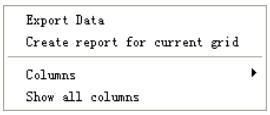
[Show all columns]: Display all fields in [Columns];

Note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:



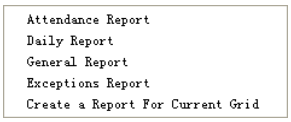
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



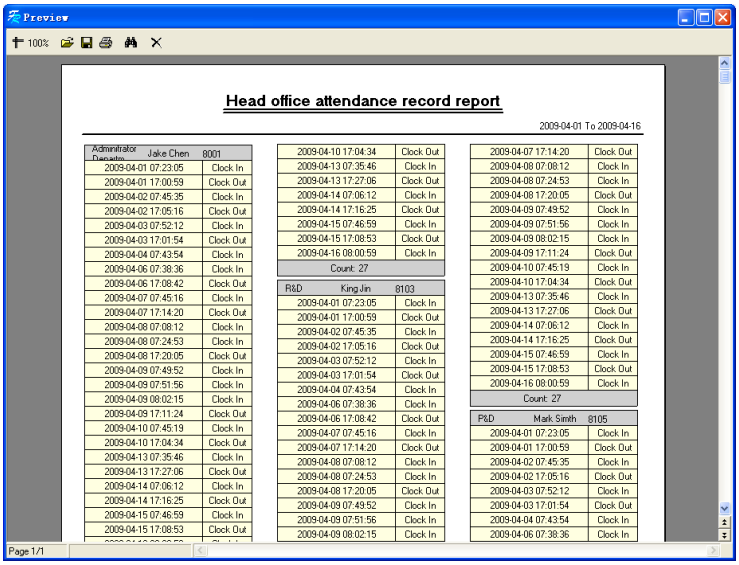
The operation is the same as stated above.

Report:

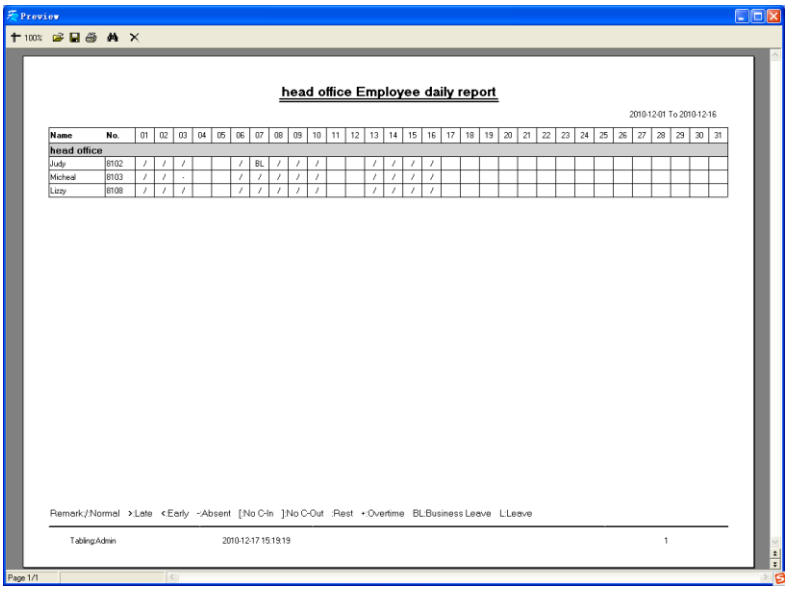
Click [Report] and the following menu will pop up:



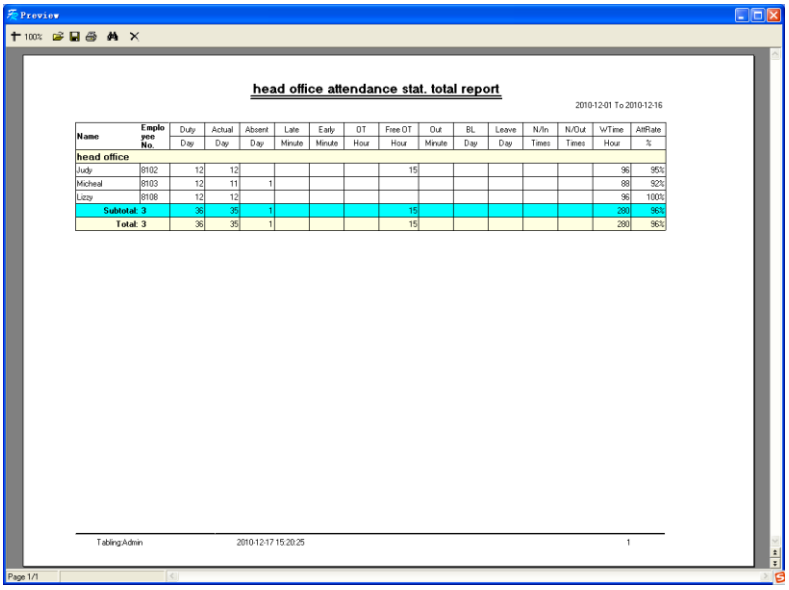
[Attendance Report]: Calculate employee's attendance record;



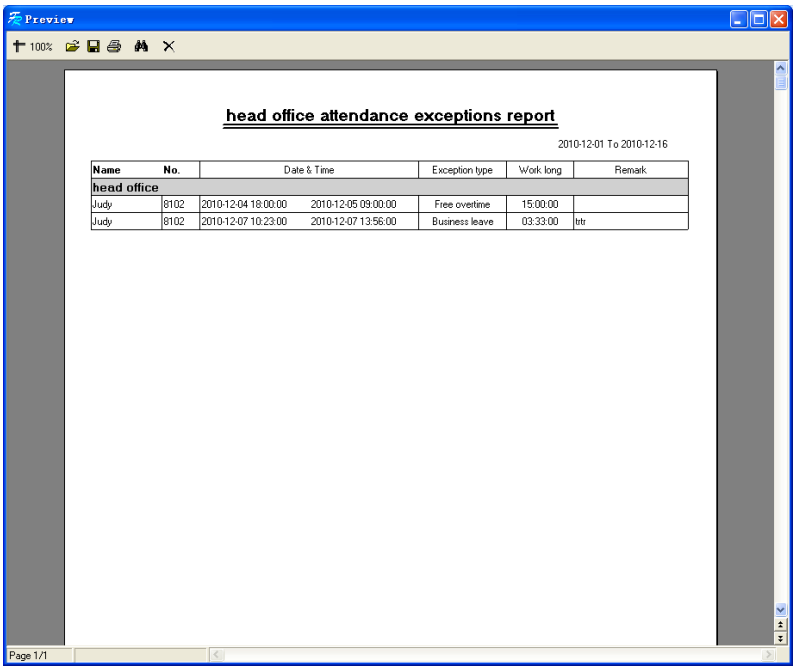
[Daily Report]: Calculate employee's daily attendance record;


Preview
100%
head office Employee daily report
2010-12-01 To 2010-12-16
Name No. 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
head office
Judy 8102 / / / / / BL /
Micheal 8103 / / - /
Lizzy 8108 /
Remark:/:Normal >:Late <:Early -:Absent [:No C-In]:No C-Out ::Rest +:Overtime BL:Business Leave L:Leave
Tabling:Admin 2010-12-17 15:19:19 1
Page 1/1

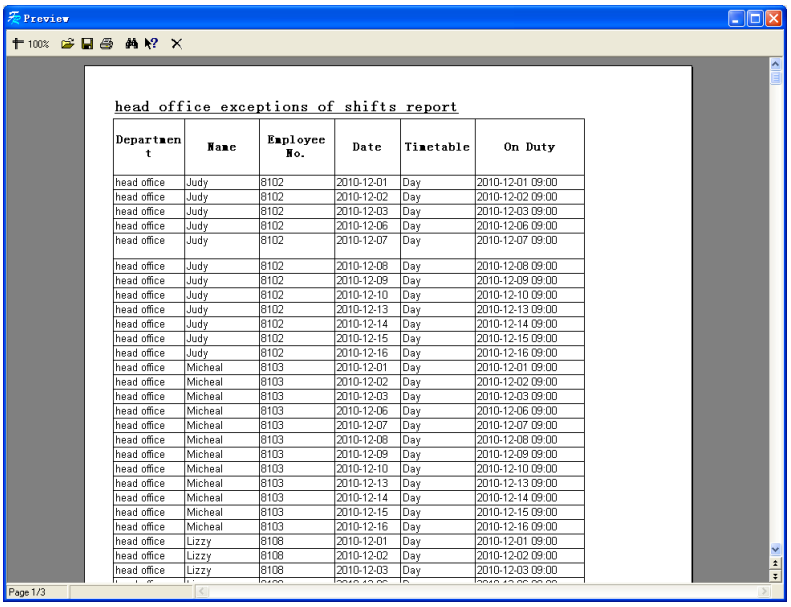
[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;


Preview
100%
head office attendance stat. total report
2010-12-01 To 2010-12-16
Name Employee No. Duty Day Actual Day Absent Day Late Minute Early Minute OT Hour Free OT Hour Out Minute BL Day Leave Day N/In Times N/Out Times WTime Hour AttRate %
head office
Judy 8102 12 12 15 96 95%
Micheal 8103 12 11 1 88 92%
Lizzy 8108 12 12 96 100%
Subtotal: 3 36 35 1 15 280 96%
Total: 3 36 35 1 15 280 96%
Tabling:Admin 2010-12-17 15:20:25 1
Page 1/1

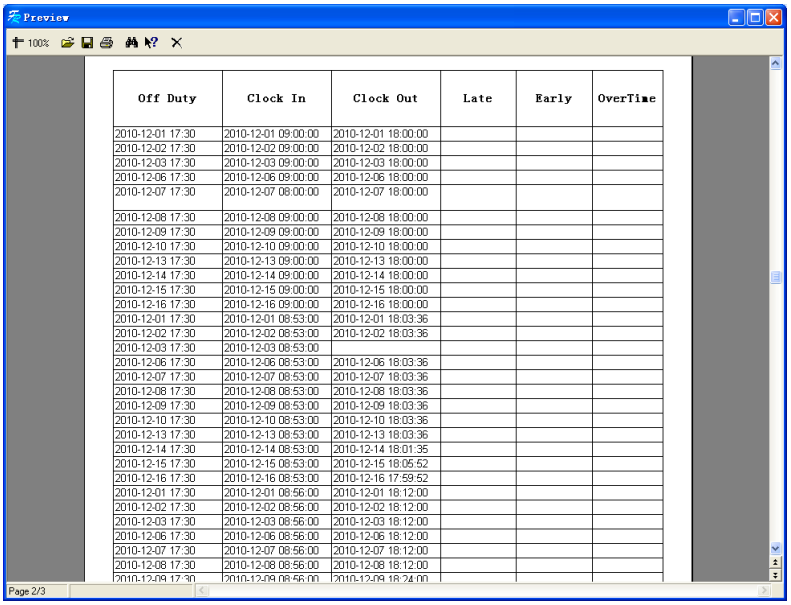
[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;


Preview
100%
head office attendance exceptions report
2010-12-01 To 2010-12-16
Name No. Date & Time Exception type Work long Remark
head office
Judy 8102 2010-12-04 18:00:00 2010-12-05 09:00:00 Free overtime 15:00:00
Judy 8102 2010-12-07 10:23:00 2010-12-07 13:56:00 Business leave 03:33:00 bbr
Page 1/1

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report



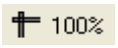
Department	Name	Employee No.	Date	Timetable	On Duty
head office	Judy	8102	2010-12-01	Day	2010-12-01 09:00
head office	Judy	8102	2010-12-02	Day	2010-12-02 09:00
head office	Judy	8102	2010-12-03	Day	2010-12-03 09:00
head office	Judy	8102	2010-12-06	Day	2010-12-06 09:00
head office	Judy	8102	2010-12-07	Day	2010-12-07 09:00
head office	Judy	8102	2010-12-08	Day	2010-12-08 09:00
head office	Judy	8102	2010-12-09	Day	2010-12-09 09:00
head office	Judy	8102	2010-12-10	Day	2010-12-10 09:00
head office	Judy	8102	2010-12-13	Day	2010-12-13 09:00
head office	Judy	8102	2010-12-14	Day	2010-12-14 09:00
head office	Judy	8102	2010-12-15	Day	2010-12-15 09:00
head office	Judy	8102	2010-12-16	Day	2010-12-16 09:00
head office	Micheal	8103	2010-12-01	Day	2010-12-01 09:00
head office	Micheal	8103	2010-12-02	Day	2010-12-02 09:00
head office	Micheal	8103	2010-12-03	Day	2010-12-03 09:00
head office	Micheal	8103	2010-12-06	Day	2010-12-06 09:00
head office	Micheal	8103	2010-12-07	Day	2010-12-07 09:00
head office	Micheal	8103	2010-12-08	Day	2010-12-08 09:00
head office	Micheal	8103	2010-12-09	Day	2010-12-09 09:00
head office	Micheal	8103	2010-12-10	Day	2010-12-10 09:00
head office	Micheal	8103	2010-12-13	Day	2010-12-13 09:00
head office	Micheal	8103	2010-12-14	Day	2010-12-14 09:00
head office	Micheal	8103	2010-12-15	Day	2010-12-15 09:00
head office	Micheal	8103	2010-12-16	Day	2010-12-16 09:00
head office	Lizzy	8108	2010-12-01	Day	2010-12-01 09:00
head office	Lizzy	8108	2010-12-02	Day	2010-12-02 09:00
head office	Lizzy	8108	2010-12-03	Day	2010-12-03 09:00



Off Duty	Clock In	Clock Out	Late	Early	OverTime
2010-12-01 17:30	2010-12-01 09:00:00	2010-12-01 18:00:00			
2010-12-02 17:30	2010-12-02 09:00:00	2010-12-02 18:00:00			
2010-12-03 17:30	2010-12-03 09:00:00	2010-12-03 18:00:00			
2010-12-06 17:30	2010-12-06 09:00:00	2010-12-06 18:00:00			
2010-12-07 17:30	2010-12-07 08:00:00	2010-12-07 18:00:00			
2010-12-08 17:30	2010-12-08 09:00:00	2010-12-08 18:00:00			
2010-12-09 17:30	2010-12-09 09:00:00	2010-12-09 18:00:00			
2010-12-10 17:30	2010-12-10 09:00:00	2010-12-10 18:00:00			
2010-12-13 17:30	2010-12-13 09:00:00	2010-12-13 18:00:00			
2010-12-14 17:30	2010-12-14 09:00:00	2010-12-14 18:00:00			
2010-12-15 17:30	2010-12-15 09:00:00	2010-12-15 18:00:00			
2010-12-16 17:30	2010-12-16 09:00:00	2010-12-16 18:00:00			
2010-12-01 17:30	2010-12-01 08:53:00	2010-12-01 18:03:36			
2010-12-02 17:30	2010-12-02 08:53:00	2010-12-02 18:03:36			
2010-12-03 17:30	2010-12-03 08:53:00				
2010-12-06 17:30	2010-12-06 08:53:00	2010-12-06 18:03:36			
2010-12-07 17:30	2010-12-07 08:53:00	2010-12-07 18:03:36			
2010-12-08 17:30	2010-12-08 08:53:00	2010-12-08 18:03:36			
2010-12-09 17:30	2010-12-09 08:53:00	2010-12-09 18:03:36			
2010-12-10 17:30	2010-12-10 08:53:00	2010-12-10 18:03:36			
2010-12-13 17:30	2010-12-13 08:53:00	2010-12-13 18:03:36			
2010-12-14 17:30	2010-12-14 08:53:00	2010-12-14 18:01:35			
2010-12-15 17:30	2010-12-15 08:53:00	2010-12-15 18:05:52			
2010-12-16 17:30	2010-12-16 08:53:00	2010-12-16 17:59:52			
2010-12-01 17:30	2010-12-01 08:56:00	2010-12-01 18:12:00			
2010-12-02 17:30	2010-12-02 08:56:00	2010-12-02 18:12:00			
2010-12-03 17:30	2010-12-03 08:56:00	2010-12-03 18:12:00			
2010-12-06 17:30	2010-12-06 08:56:00	2010-12-06 18:12:00			
2010-12-07 17:30	2010-12-07 08:56:00	2010-12-07 18:12:00			
2010-12-08 17:30	2010-12-08 08:56:00	2010-12-08 18:12:00			
2010-12-09 17:30	2010-12-09 08:56:00	2010-12-09 18:24:00			

Print Report:

Toolbar of report preview is as the following picture:



Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is “*.frp”.

Print Report;

Close Preview

Data Export:

Click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

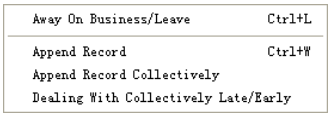
Exceptions dealt with:

Click [Exception] and the following menu will pop up:

Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

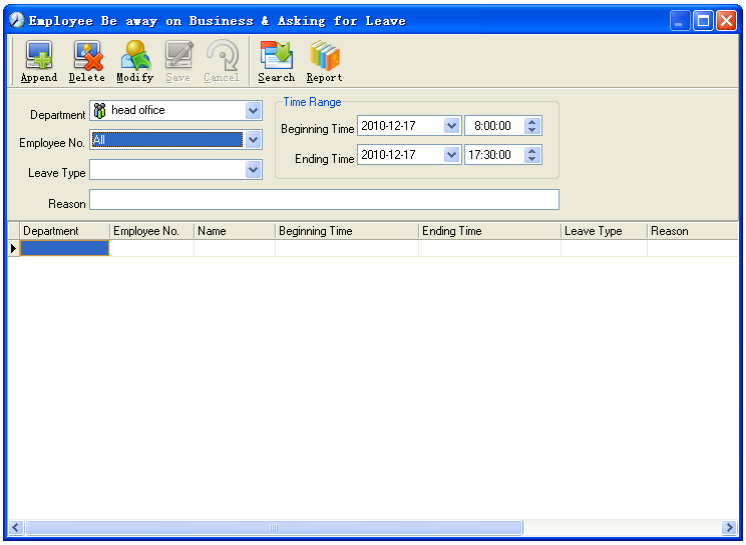
4.5. Deal with Exceptions

Click [Exception] on the main menu, following springs:



4.5.1. Away on Business/ Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:



Deal with employee away on business / leave:

Click [Append], then select the proper department, employee ID, beginning time, ending time, leave type, and click save when ready.

Modification of employee away on business or leave:

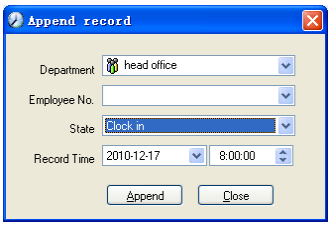
Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of employee away on business or leave

Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

4.5.2. Append Record

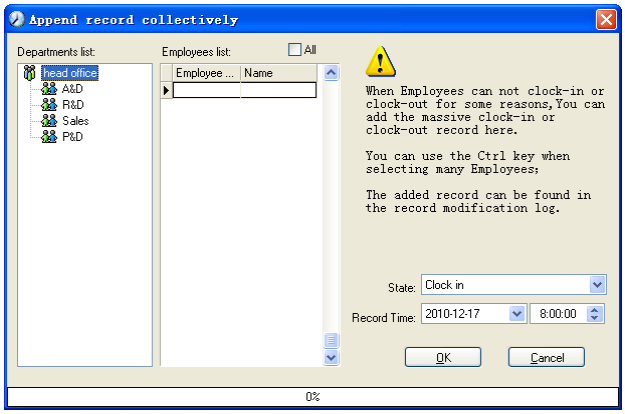
If a employee didn’t punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



Select the relative items and click [Append] when ready.

4.5.3. Append Record Collectively

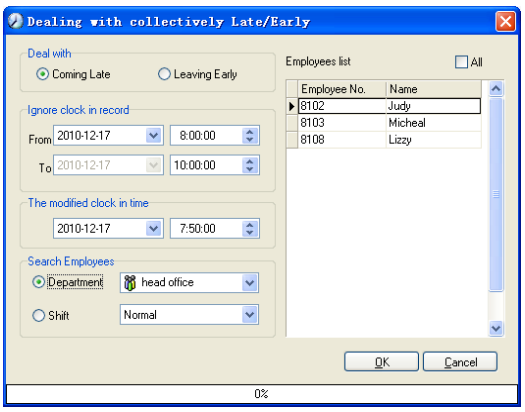
When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



Select the department, thus the employees in the department will be listed in the employee list, select the employees whom you want to add records on to, then select record's state and time, then click [OK] to finish.

4.5.4. Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] menu. The following springs:



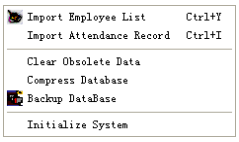
Steps as follows;

1. Click "Dealing with Collectively Late/Early";
2. Select time range for "Ignore clock in record";

3. Select the “The modified clock in time”
4. Search employee through department or shift;
5. Select employee;
6. Click [OK] to confirm.

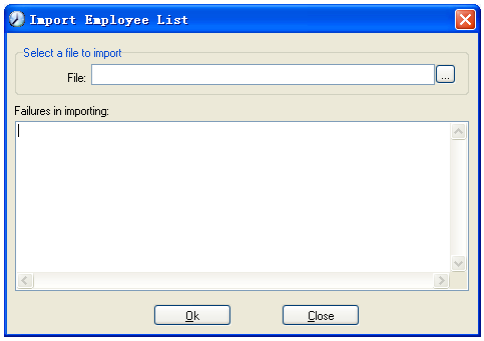
4.6. Data Maintenance

Click [Data Maintenance] on the main menu, following springs:

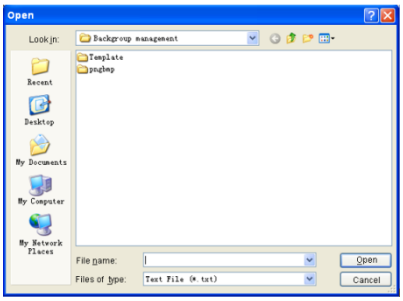


4.6.1. Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:



Click ... to select the personnel list file for importing.



Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [OK] to start!

The definition of (*.txt) data format as follows:

This format of file only can import the employee info of “ID, Name, and department”;

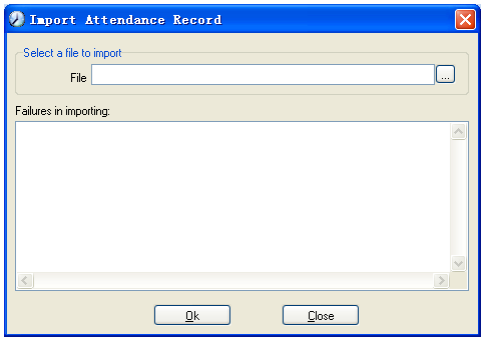
The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: “Employee No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”; put those items on the head line and input the items by order, the order can not be changed.

4.6.2. Import Attendance Record

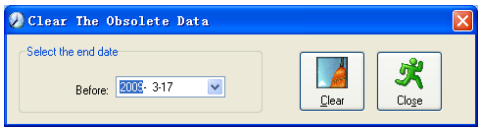
Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:



Click ... to select the attendance record file for importing, and click [OK] to start.

4.6.3. Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish.

Note: you can only clear the data of one month ago.

4.6.4. Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

4.6.5. Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

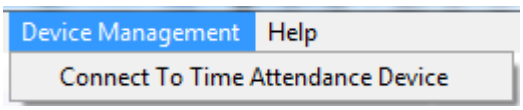
4.6.6. Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After

the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

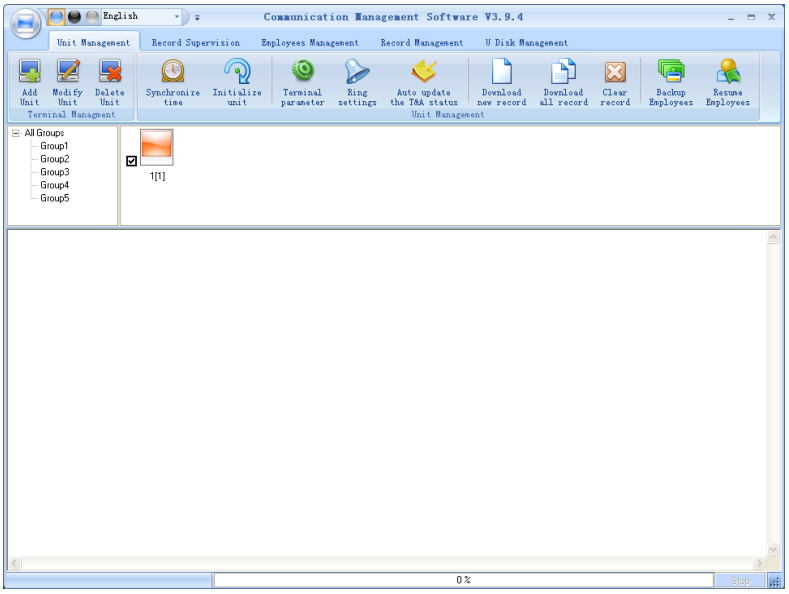
4.7. External Program Management

Click [Device Management] on the main menu, following springs:



4.7.1. Connect to Time Attendance Machine

Click [Device Management]-[Connect to Time Attendance Machine], the system will prompt the communication interface between the software and the time attendance machine. More details please reference the ”Communication” chapter.

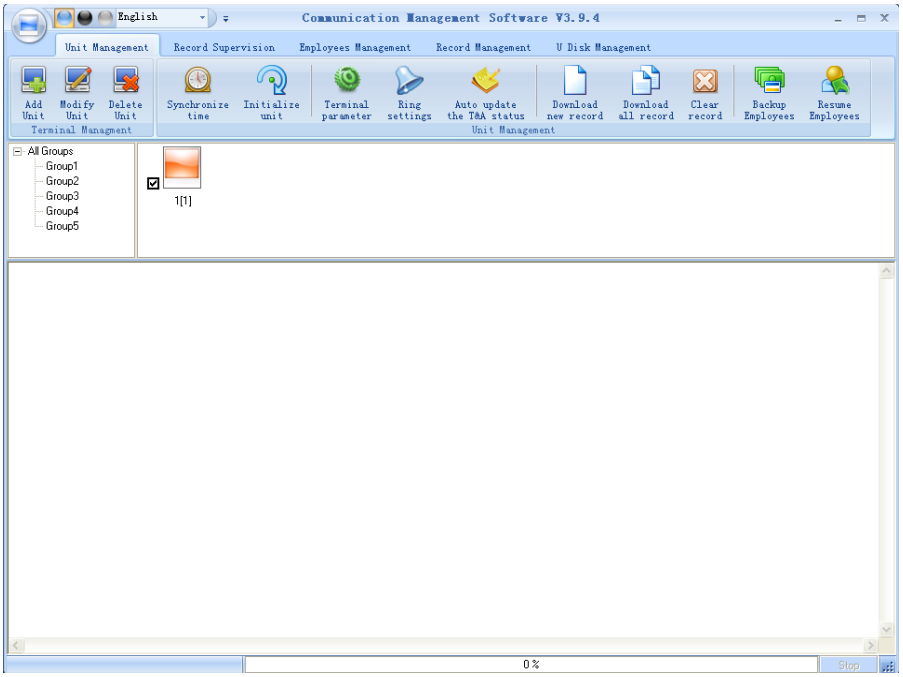


Chapter5. Communication

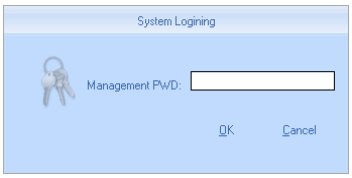
The chapter is mainly about how to add, delete and set communication between PC and terminal.

5. Data Communication

Double click the icon [ ] on the desktop to start the communication software, the main interface will show as following (default password is empty):



If the time attendance software's login password is not empty, you should enter the password first.



Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

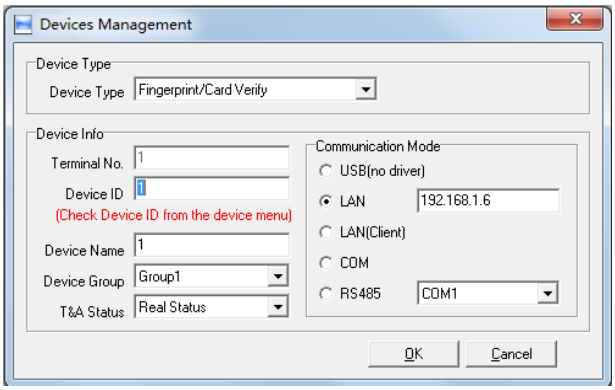
When you enter a wrong password, a message box pops up as follows:

Click the button [OK]. And then try to enter the correct password

5.1. Communication Management Software

5.1.1. Add Unit

Click the button [Add Unit]. Following windows pops up:



Device Type： There are two device types: one is Fingerprint/Card Verify, the other is Facial Verify FacePass. Please select the actual device type you are looking for..

Terminal No.: This number can be set as you like.

Device ID: Device ID is the uniquely identification for management software. Please set it differently.

Device Name: You can set it as you like.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as “Actual Status” the attendance records’ status in the software are as same they are in the device. If you set it as “ON Duty”, all the records’ status which is from this machine will be “On duty”.

USB: Connect the terminal via USB cable;

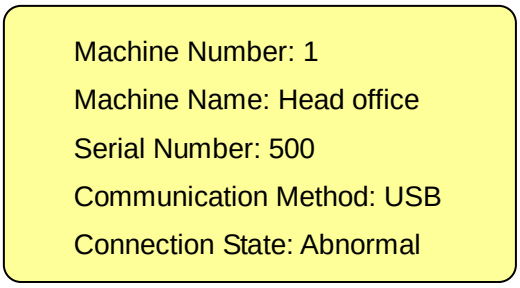
LAN: Input the terminal’s IP address. The default IP address is 192.168.0.218.

LAN(Client): Only communication with the PC/Server which has server IP.

COM: Connect with COM port.

RS485: Connect with RS485 need select com port number in the system.

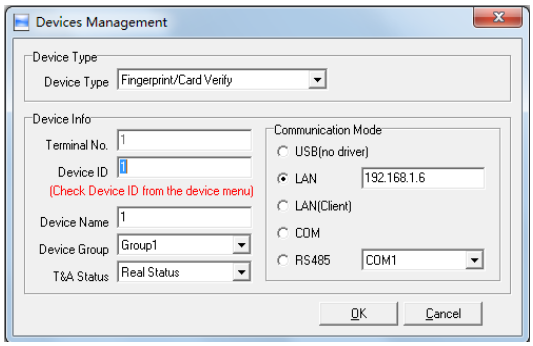
Click the button [OK] to save the information. Can see a saffron yellow terminal icon ( ). Please move the cursor to the terminal icon it displays as follows:



The connection state should be normal. So please do communication operation with machine (i.e. Synchronize time). When connection state is normal, terminal icon will become blue ( ).

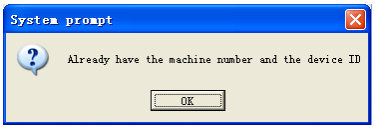
5.1.2. Modify Unit

Choose the terminal and then click [Modify Unit], the following window pops up:



Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

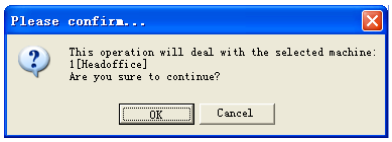
Notice: If the "No" already exists in the software, the following message box pops up:



Click the button [OK] to set the Unit information again.

5.1.3. Delete Unit

Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:

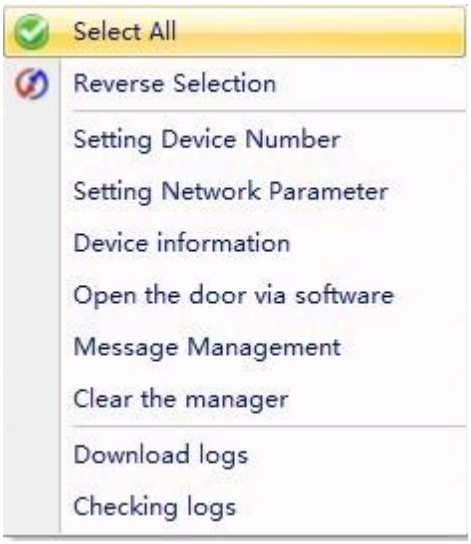


Click the button [OK] to delete or click the button [Cancel] to cancel.

5.1.4. Right Key Menu

Select terminal icon

,right click and perform the menu:

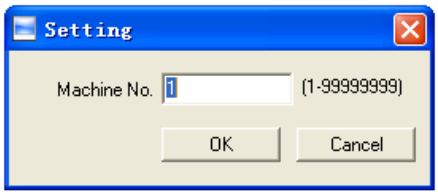


[Select All]: Select all the terminals.

[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals which are selected.

5.1.4.1. Set Device Number

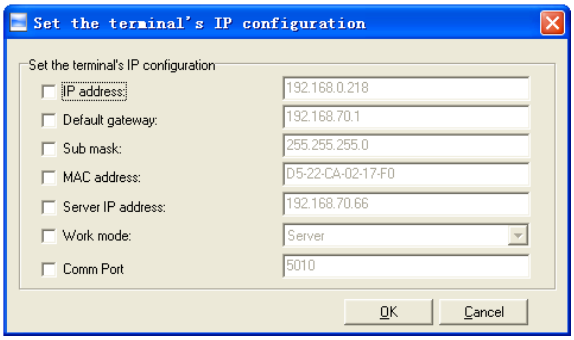
Device Number use to identification different terminal. Select [Setting Device Number] and open [Set up] interface：



Modify device ID and click [OK] to save, you can check the device ID in the setting menu of the terminal.

5.1.4.2. Set the Network Parameter

Click [Setting Network Parameter] and open the window:

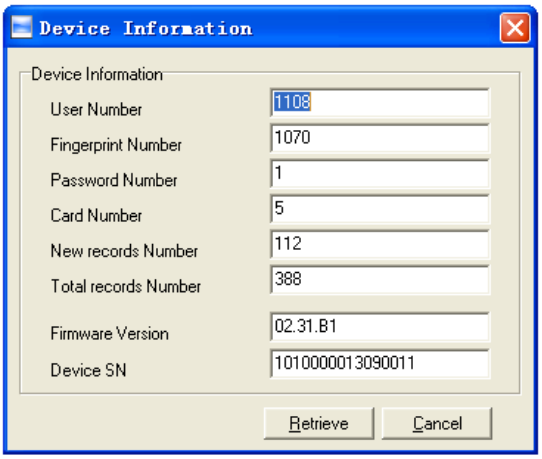


Select the check box and then modify the parameters. Click the button [OK] to save

[2011-08-25 10:10:36]1[1]Set the network parameters successfully；

5.1.4.3. Device Information

Display terminal information as follows:



Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

5.1.4.4. Open the Door via Software

If you click the item [Open the door via software], you can see the information in the main interface as follows:

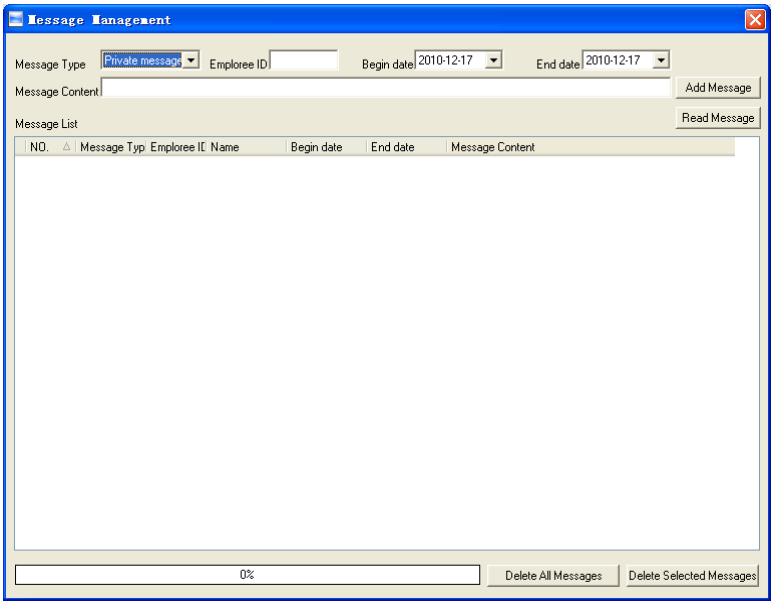
[2011-08-25 13:35:58]1[Head office]Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

5.1.4.5. Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:

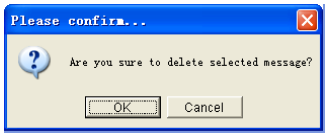


There are two kind of message types: Private message and public message

Private messages need the employee ID. If you do not input the employee ID, the system prompts message: Input message not compete!

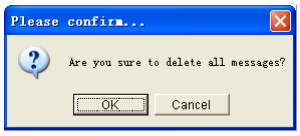
Click [Add Message] button to add the message.

Click [Read message], you will see the message in the [Message List]. And you can select one message and click [Delete Selected Messages] to delete the message. One window pops up as follows:



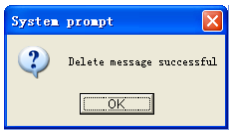
Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

Click [Delete All Messages] to delete all messages on the terminal. One window pops up as follows:



Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

If you click [OK], it prompts:



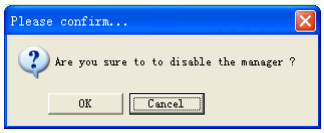
Click [OK] to confirm.

Message length: 16 Chinese letters or 48 English letters.

Notice: You can shift the messages by pressing [←], [→] key.

5.1.4.6. Disable the Manager

Choice [Disable the manager] menu, the system will prompt as follow:



Click the [Ok] button to delete manager, Click [Cancel] to cancel the delete operation.

[2011-08-25 14:10:00]1[Head Office] Clear the manager succeed.

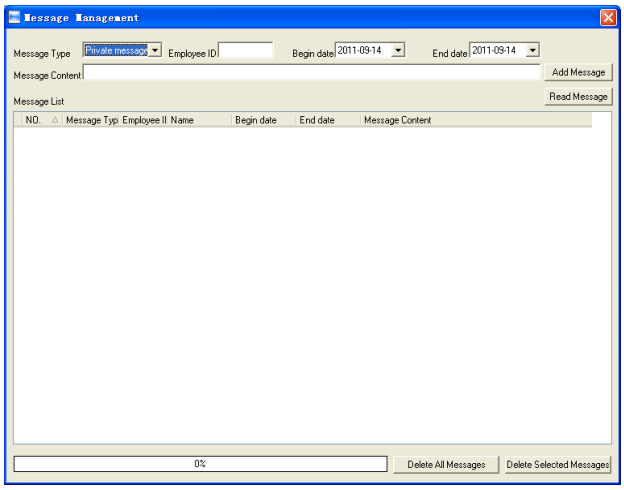
5.1.4.7. Download Logs

Click [Download logs] the main interface will show as follow:

[2011-09-06 14:57:10]1[1]Download logs successfully. Records:1， success: 1

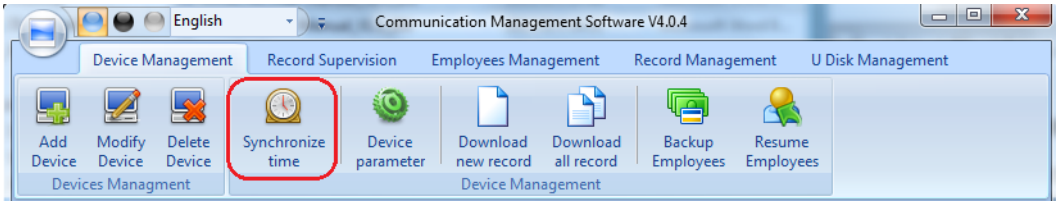
5.1.4.8. Checking Logs

Browse administration operations in period of time.

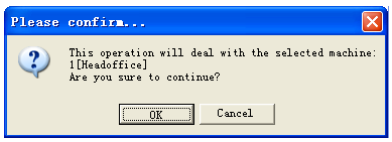


5.1.5. Synchronize Time

Synchronize the terminal's time with the computer time. Click the button [Synchronize Time].



Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

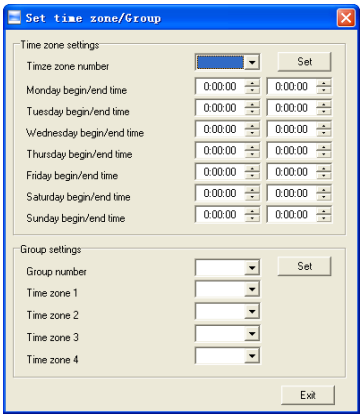
Some operation information displays in the main interface as follows:

[2011-08-25 13:49:24]Synchronizing time...
[2011-08-25 13:49:25]1[Head office]Synchronization successful!

5.1.6. Time zone/Group settings

This function is only for the terminals which have the access control output.

Click the button [Time zone/Group settings]. The [Set time zone/Group] window pops up:



[Time zone settings]:

Select the time zone number. And then you will see the time zone settings.

If you want to modify the time zone, you can just set the parameters again and click the button [Set] to save.

[2009-03-18 15:06:31]Setting the time zone...

[2009-03-18 15:06:32]1[Head office] Set the time zone successfully!

[Group settings]:

Select the group number and then you can see which time zones are arranged in this group.

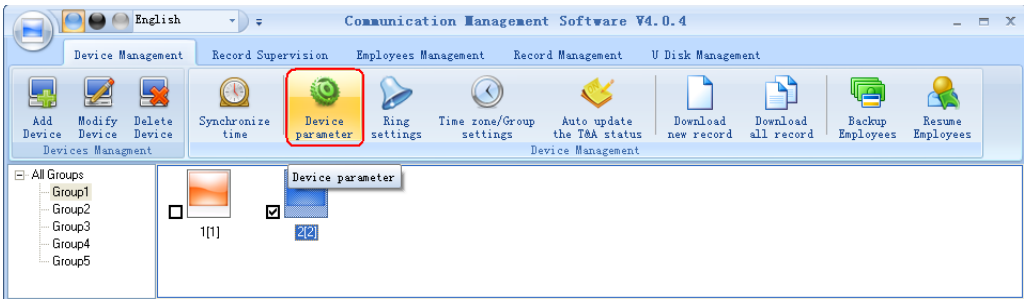
If you want to modify the group settings, you can just change the time zone number and then click the button [Set] to save.

[2009-03-18 15:06:42]Setting the group...

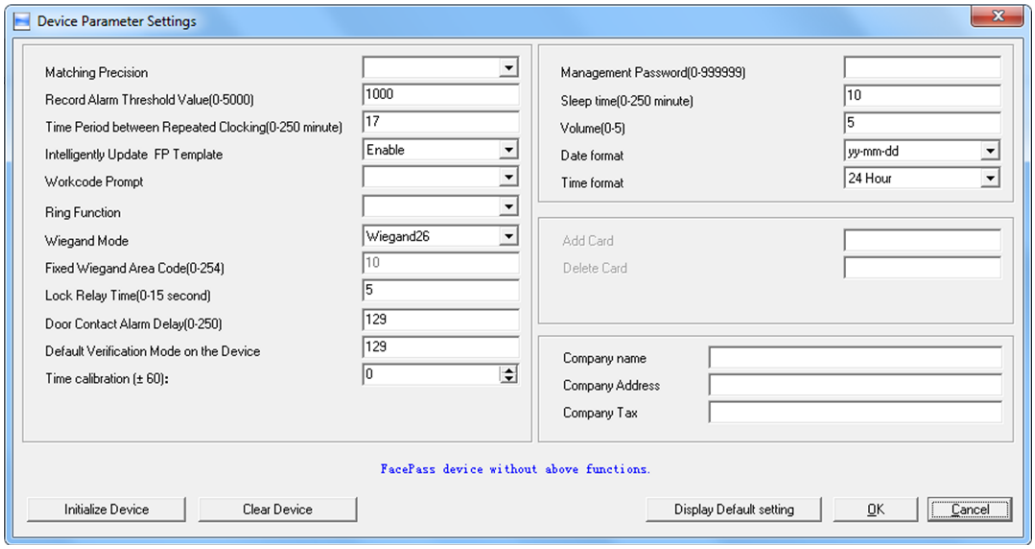
[2009-03-18 15:06:43]1[Head office] Set the group successfully!

5.1.7. Device Parameter Settings

Click the button [Device Parameter].



The [Terminal parameter settings] interface pops up:



[Matching precision]: There are three kinds: 'Normal', 'Good' and 'Exact'. The default value is 'Good'.

[Record alarm threshold value (0-5000)]: If the rest memory space for the record is less than the threshold value, the machine will alarm.

[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.

[Intelligently Update FP Template]: Enable/Disable the function of FP template update.

[Workcode Prompt]: Enable/Disable the prompt of workcode during verification.

[Ring function]: Enable/Disable the ring function before using the Ring time settings.

[Wiegand Mode]: Wiegand26, Anviz Wiegand (Encrypted wiegand.) and Fixed Wiegand area code.

[Fixed Wiegand area code (0~254)]: If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

[Lock Relay time (0~15 second)]: The door open delay.

[Door sensor alarm delay (0-250)]:The Door sensor alarm delay time range setting.

[Default identification method on the device]: Set identification method for the device. Such as: Fingerprint , Fingerprint+Password, Fingerprint+Password+Card ID+Password, ID+ Fingerprint, ID+Password+Fingerprint, Card, Card+Password, Card+Fingerprint etc.

[Time calibration(±60)]: Adjust the accuracy of time on device when you found the time on device is abnormal. Time unit: Second.

[Management password(0-999999)]: Set the management password for the device.

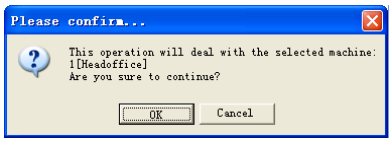
[Sleep time (0~250 minute)]: How long does the terminal turn to the sleep mode if there is no one operating on the terminal.

[Volume (0~5)]: The volume of the prompt sound in the terminal. The default value is 3.

[Date format]: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

[Time format]: There are two kinds time format: 24 hour and 12 hour.

Click the button [OK] to save the settings. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information in the main interface is as follows:

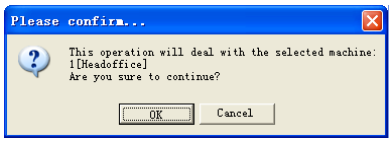
[2011-08-25 15:05:08]Set Advanced Parameter...
[2011-08-25 15:05:10]1[Head office]Parameter setting successfully!

Click the button [Display Default setting] to see the terminal's default settings.

5.1.7.1. Initialize Device

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Device]. Following message box pops up:



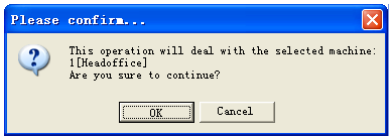
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

[2011-08-25 13:52:59]Initializing...
[2011-08-25 13:53:01]1[Head office]Initialization successful!

5.1.7.2. Clear Record

Click the button [Device Parameter] ->[Clear Device]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

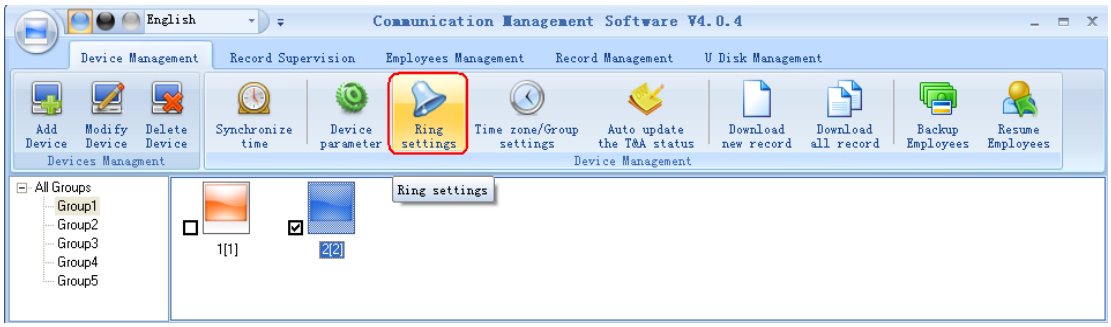
Following information shows on the main interface:

[2011-08-25 15:14:16]1[Head office]Clear time attendance records successfully

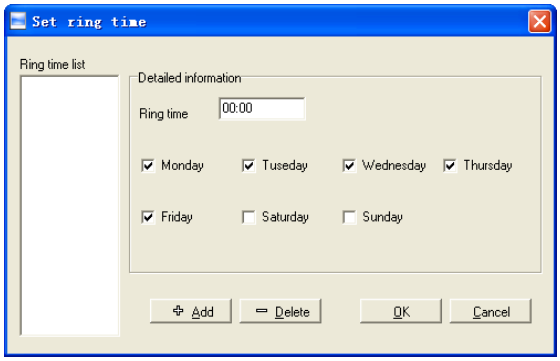
5.1.8. Ring Settings

Set the ring time. Please enable the Ring function in the parameter settings first of all.

Click the button [Ring settings].



[Set ring time] window pops up as follows:



Input the ring time and then click the button [+ Add)] to add the ring time to the “Ring time list”.

You can also click the button [-Delete] to delete the ring time from the “Ring time list”.

Click the button [OK] to save the settings. Following operation information displays in the main interface:

[2011-08-25 13:57:32]Setting ring time...

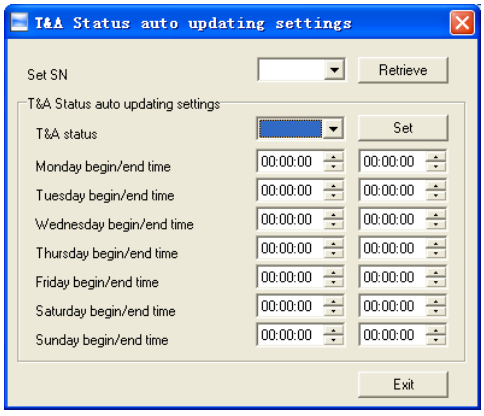
[2011-08-25 13:57:33]1[Head office]Set the ring time successfully!

5.1.9. Auto Update the T&A Status

Automatic switchover status for attendance device.

Click [Auto update the T&A status] button,

Enter [T&A Status auto updating settings] interface.



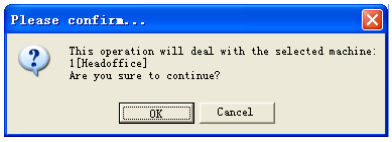
First set the SN (serial number) of the T&A status, Serial number range is 1-16.

For example: The serial number set as: 1 and set the T&A status as “IN” means check in for work. Then set the time range for “IN” status, click “Exit” button to save and exit the interface.

5.1.10. Download new Record

Click the button [Download new record].

Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

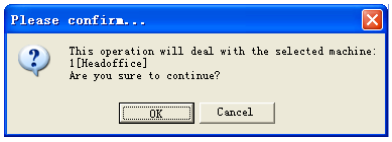
[2011-08-25 15:12:11]1[Head office]Reading attendance records...

[2011-08-25 15:12:12]1[Head office]Read the records completed,Records:4, Read successfully:4

5.1.11. Download all Record

Click the button [Download all record].

Following message records pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2011-08-25 15:13:23]1[Head office]Reading attendance records...

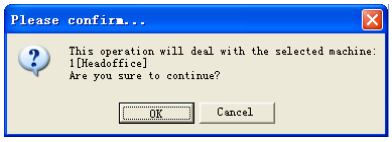
[2011-08-25 15:13:24]1[Head office]Read the records completed,Records:6, Read successfully:6

5.1.12. Backup Employees

Download the employee information and employee's fingerprint templates from the machine to the computer. You can edit the employee information in the database Att2003.mdb. The user information is saved in the table "User Info" of the database. And the fingerprint templates information is saved in the folder "Template" in the installation directory.

Click the button [Backup Employees].

Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

[2011-08-25 15:15:07]Back upping employees...

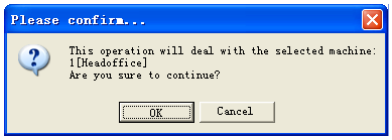
[2011-08-25 15:15:07]Backup employee:1[Head office]

[2011-08-25 15:15:08]1[Head office]Backup employee information completed, Records:1, Read successfully:1

[2011-08-25 15:15:08]1[Head office]Backuping fingerprints...

[2011-08-25 15:15:08]1[Head office]Backup employees and fingerprints completed!

Notice: You can stop back upping the employee by click the button on the right bottom corner. Following message box pops up:



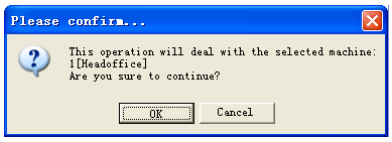
Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.1.13. Resume Employees

Upload the employee information and employee's templates from the computer to the terminal.

Click the button [Resume Employees].

Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays as follows:

[2011-08-25 15:16:37]Get back employees...
[2011-08-25 15:16:37]Get back employees:1[Head office]

Notice:

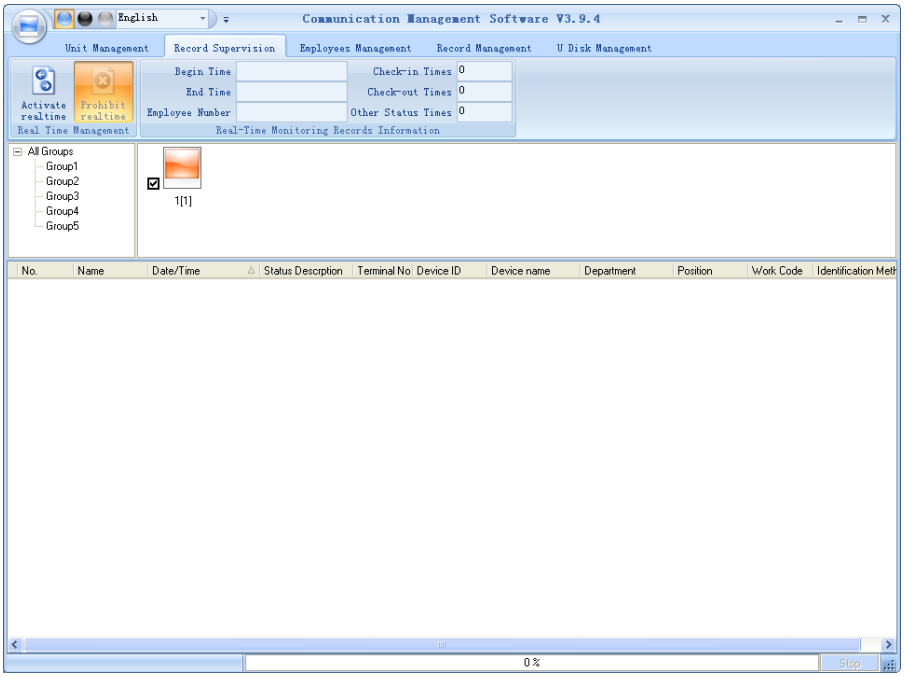
1. Please make sure that the User ID is existent in the terminal.

19 15:08:07]Get back employees...
[2011-08-25 15:08:07]Get back employees:1[Head office]
1[Head office] No such ID existed, recovery failed!

2. You can stop recovering the employee by click the button [Stop] on the right bottom corner.

5.2. Record Supervision

Get the records from the terminal real-time.



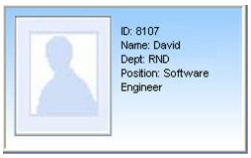
5.2.1. Activate Real-time

Click the [Activate real-time] button, the status bar shows message: Reading attendance records.

Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds. You can review the record information in the [Real-Time Monitoring Records Information] as follows:

When the employee clock in or out, the value of [Check-in Times] or the [Check-out times] increases one.

And the following window which includes the employee ID, Name, Department and Position pops up:

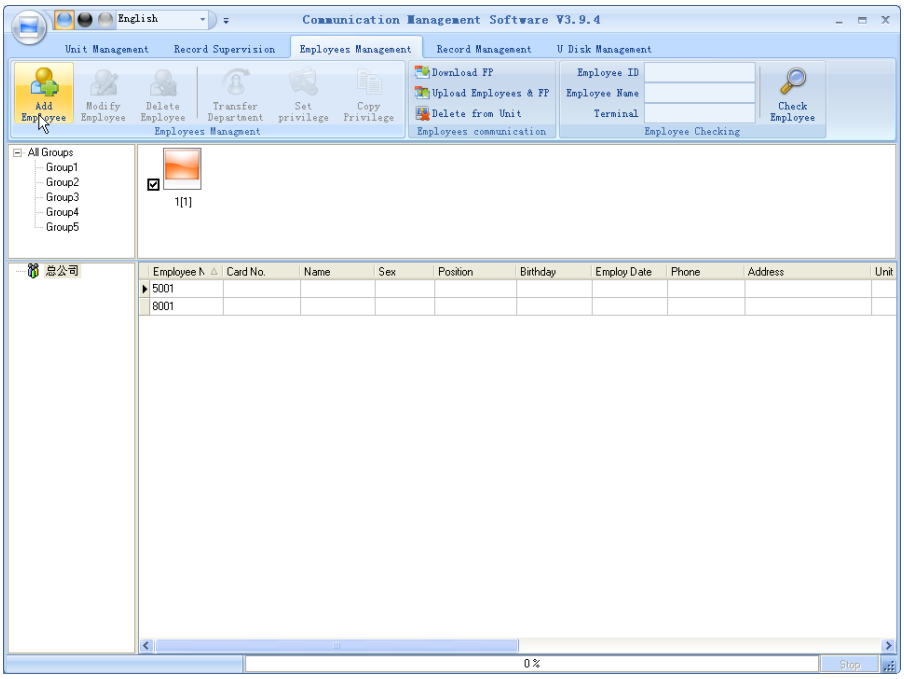


5.2.2. Prohibit Real-time

Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

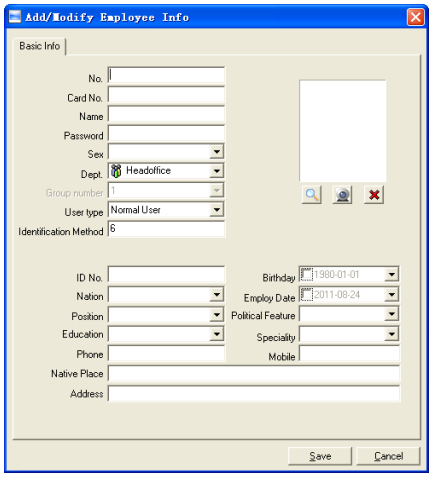
5.3. Employees Management

Employees' management interface is as following:



5.3.1. Add Employee

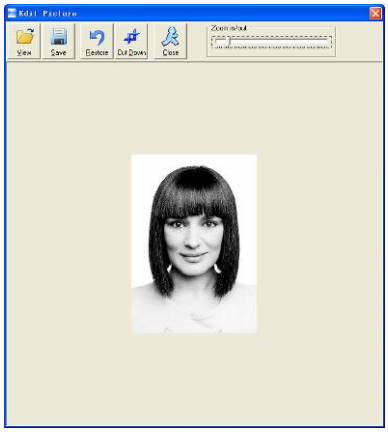
Click [Add Employee] button, open [Add/modify employee info] window as follow:



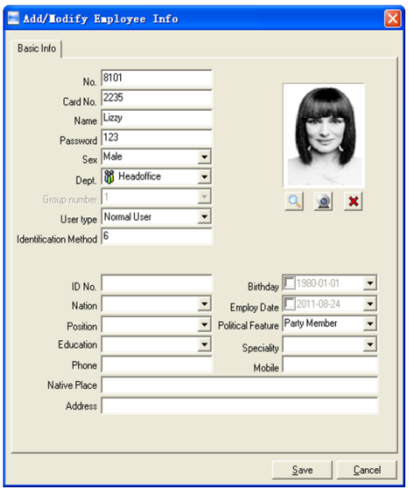
Notice: The No. is exclusive as well as the first digit cannot be 0! And the administrator's name will show as red color

You can also add pictures for employee. There are two ways to add pictures:

1st way: Click [ ] button, choose employee's picture stored in PC and open [Edit picture] window as following,



Click the button [View] to choose one photo. And Crop the photo by the [Cut-down] button and then click the button [Save] to save as follows:



2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [ ] button, open [Pictures shooting] window as following,

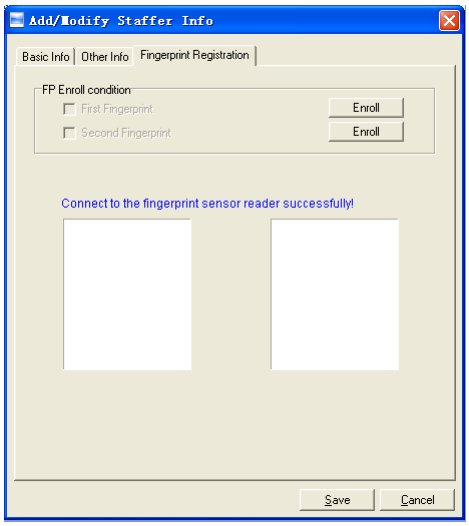
Choose camera equipment, and click the button [Take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

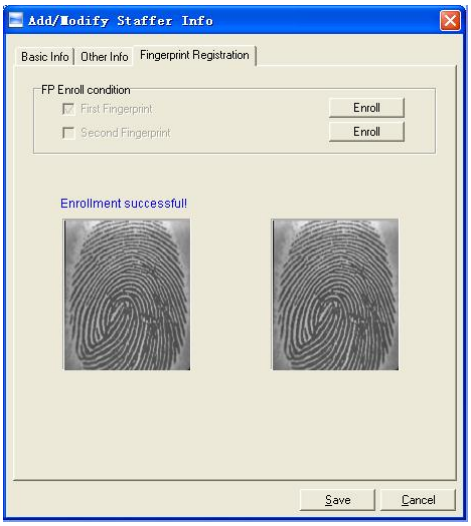
Click the button [ ] to delete the employee photo.

[Fingerprint registration]: Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

The sentence “Connect to the fingerprint sensor reader successfully!” means that the OA99+ is connected successfully.



Place the fingerprint on the terminal’s fingerprint scanner window and then click the button [enroll] to enroll the fingerprint.



Click the button **[OK]** to save or click the button **[Cancel]** to cancel.

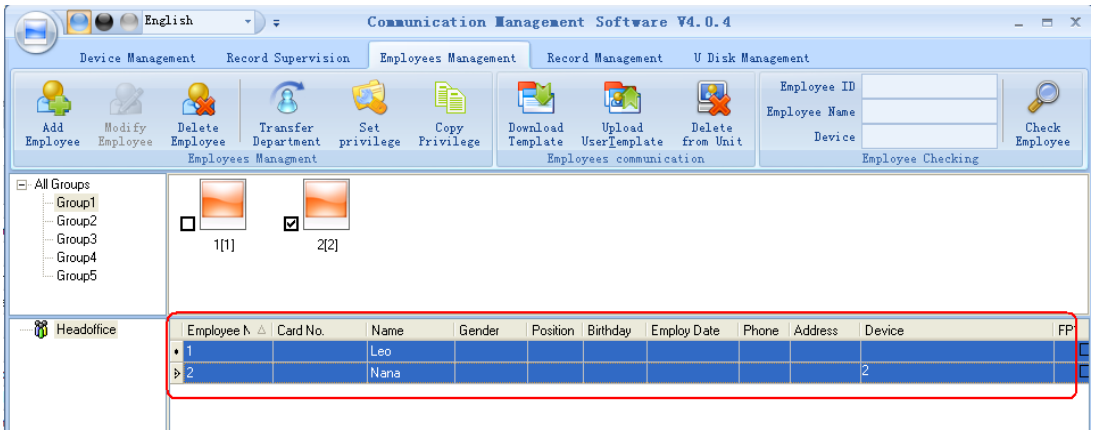
5.3.2. Modify Employee

Modify employee operation is to modify the employee information in the window [Add/Modify employee Info]

5.3.3. Delete Employee

Delete the employee from the database.

Choose employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad).



Click [Delete Employee] to delete the selected employee.

5.3.4. Transfer Department

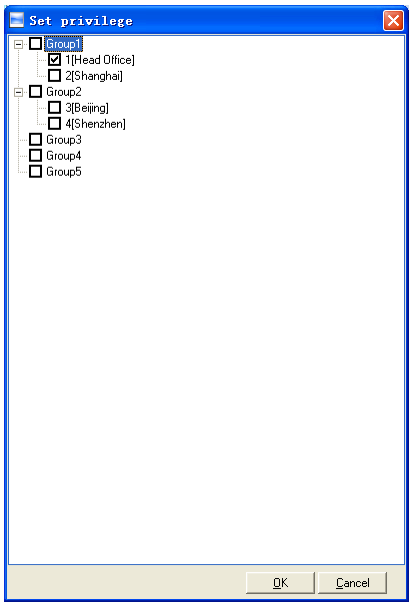
Choose the employee and then click the button [Transfer Department]. The window [Employee Transfer] pops up:

Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

5.3.5. Set Privilege

We can only upload the employee to the authorized terminal.

Choose the employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:



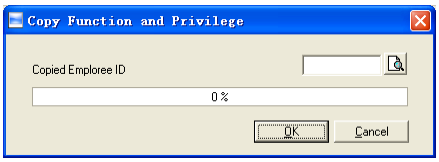
Choose the terminal and then click the button [OK] to save.

You can find the employee's authorized terminal in the column [Unit] as follows:

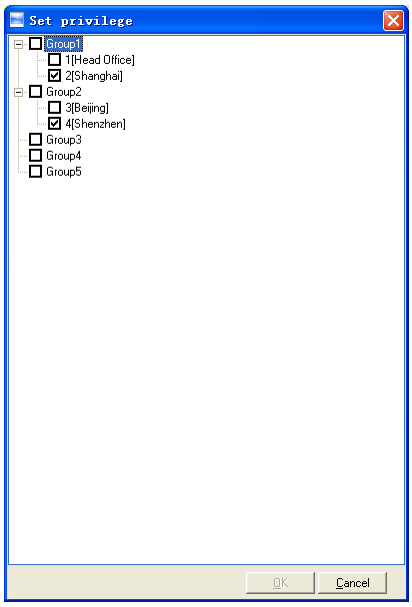
5.3.6. Copy Privilege

Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

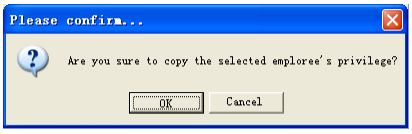
Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:



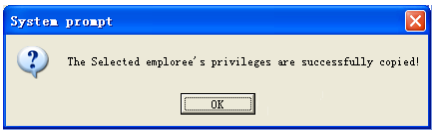
Input the one employee's ID. And then you can click the button [ ] to browse the employee's privilege in the [Set privilege] as follows:



Click the button [Cancel] to exit the [Set privilege]. And then click the button [OK] to confirm or click the button [Cancel] to cancel.



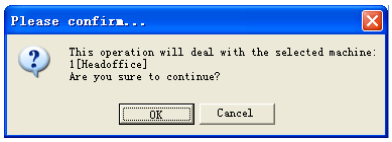
Click the button [OK] to confirm or click the button [Cancel] to cancel.



5.3.7. Download FP

Download the fingerprint from the terminal to the software.

Choose the employees from employee info list (You can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Download FP]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

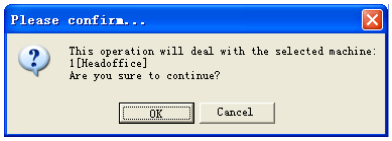
[2011-08-25 16:18:44]Download fingerprint...

[2011-08-25 16:18:44]Download fingerprint:1[Head office]

5.3.8. Upload User Template

Upload the employee information and fingerprints to the terminal.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Upload User Template]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

[2011-08-25 15:10:18]Upload employees and fingerprints...

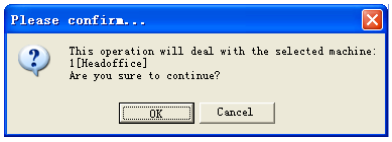
[2011-08-25 15:10:18]Upload employees and fingerprints: 1[Head office]

[2011-08-25 15:10:19]1[Head office]Upload employee and fingerprint completed

5.3.9. Delete from Unit

Delete the employees from the terminal via the software.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

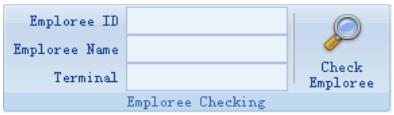
[2011-08-25 15:11:21]Delete the employee from the device...

[2011-08-25 15:11:21]Delete the employee from the deviece:1[Head office]

[2011-08-25 15:11:22]1[Head office]Delete the employee from the device completely

5.3.10. Employee Checking

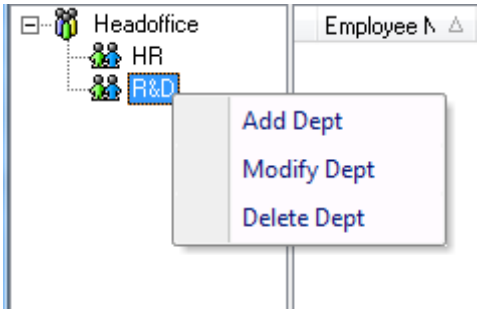
Search the employee information.



Search the employee information by the employee ID, Employee Name and Terminal. Click [Check Employee] button to check the employee's information.

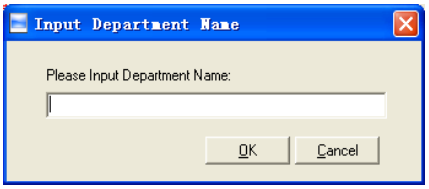
5.3.11. Department Management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:



Add Dept:

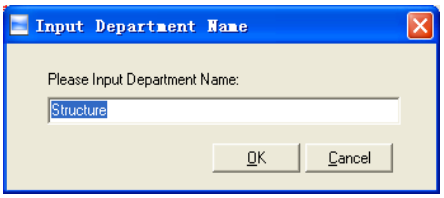
Click [Add Dept]. The [Input Department Name] window pops up:



Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

Modify Dept:

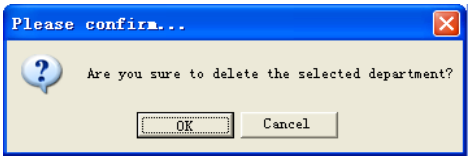
Choose the department which is going to be modified. Click [Modify dept]. The [Input Department Name] window pops up:



Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

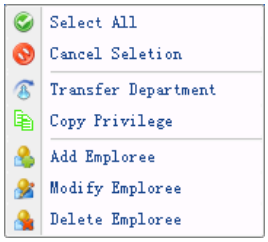
Delete Dept:

Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept]. Following message box pops up:

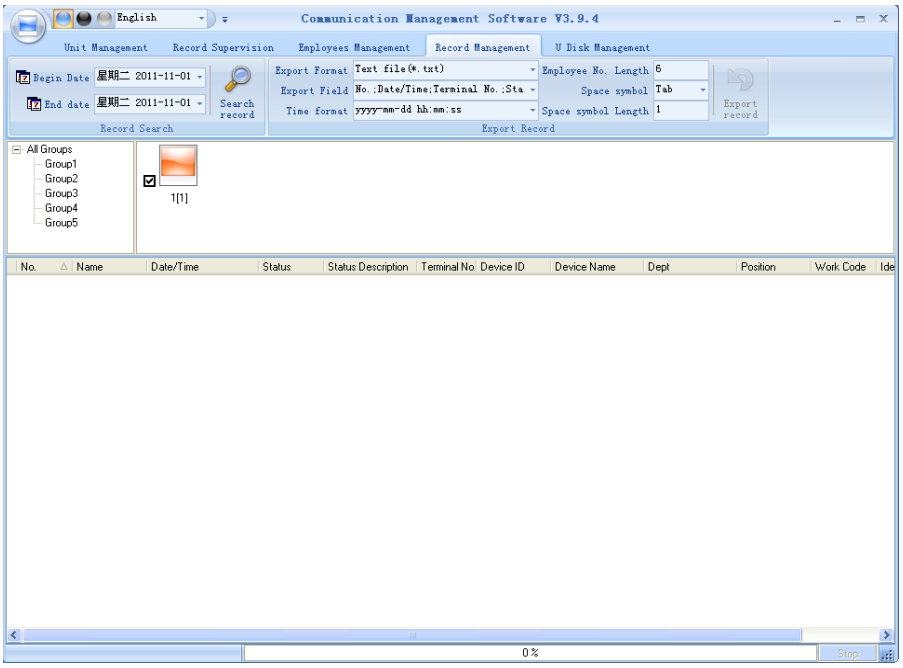


Click the button [OK] to confirm or click the button [Cancel] to cancel.

Remark: Right button menu:



5.4. Record Management



5.4.1. Record Search

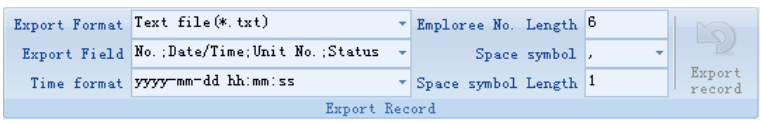
Set the Begin Date and End Date as follows:

Click the button [Search record] to search the record.

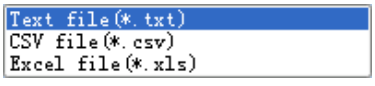
No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N
379	Peter	3/20/2009 10:28:10 AM	I	In	1	300
386	Jack	3/20/2009 10:28:31 AM	I	In	1	300
387	May	3/20/2009 10:28:34 AM	I	In	1	300

5.4.2. Export Record

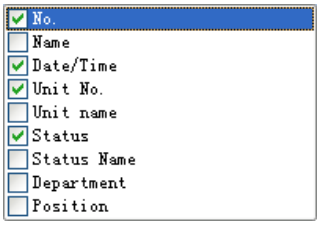
Set the export format, export file and time format.



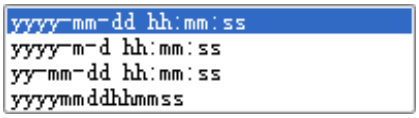
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).



Export field: Choose the fields which are useful for you.



Time format: 4 optional formats



Employee No. length: Set employee No. length, the default is 6 digits.

Space symbol: Space symbol to separate fields

Space symbol length: Space symbol bit

After setting completed, click [Export record] button, open [Save as] window, choose save file directory, input file name, click [Save] button. The system prompts as follow:

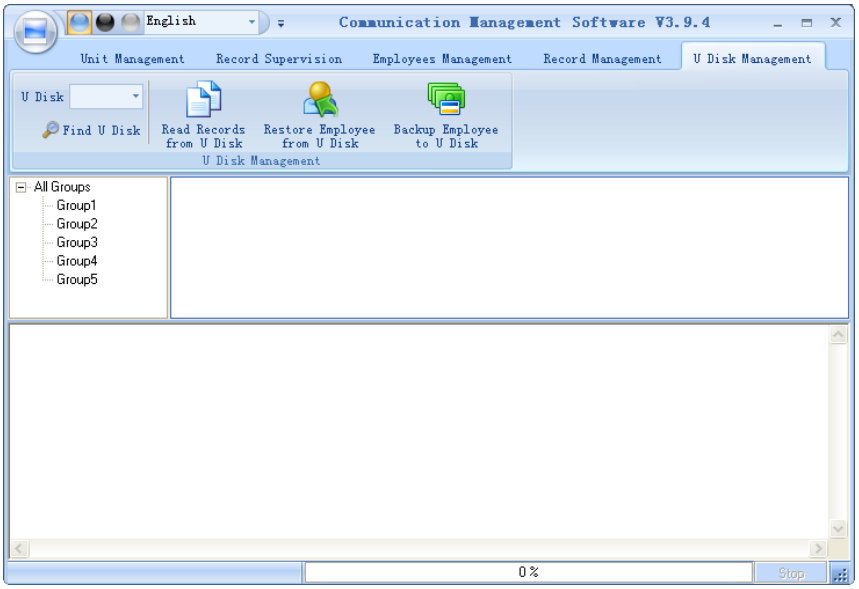
Click the button [OK] to confirm.

5.5. U Disk Management Program

U disk management program mainly manages the data from U disk to database.

To read the attendance record, you must make sure all data store under Anviz-C folder in the U disk.

The screen shows as following :



Read Records from the U disk : First click [Refresh] to select the U disk icon , click [Read Records from the U disk], the system will auto read the data from U disk and export to local database”Att2003.mdb” “Checkinout” table .

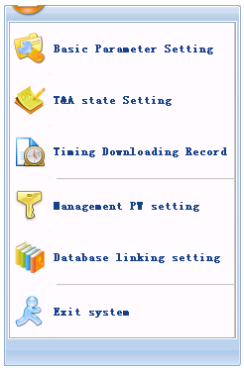
Restore Employee from U Disk: click [Restore Employee from U Disk] button, the system will export the employee information data to local database ”Att2003.mdb” “Userinfo” table, fingerprint template to root index “Template” folder.

Prompt: If the local database has had this record already, the system will prompt “record repeated”.

Backup Employee to U Disk: The database of the existing staff information and fingerprint template, backup to U plate

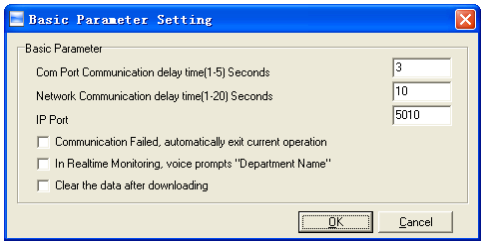
5.6. System Settings

Click the icon [] on the top left corner, the menu pops up as follows:



5.6.1. Basic Parameter Settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:



Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

IP Port: Communication port.

☐ Communication failed, automatically exit current operation: If timeout is larger than ‘Communication delay time’, software will automatically exit.

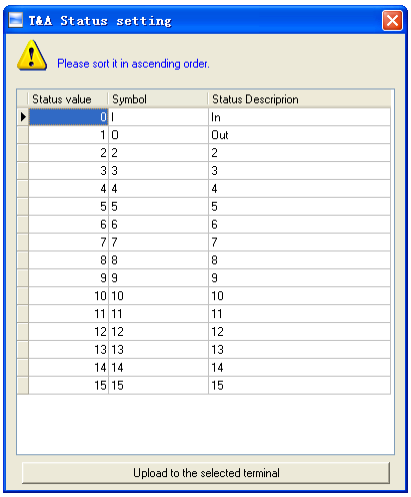
☐ In Realtime Monitoring, voice prompts “Department name”: During real-time monitor, if employee is access allowed, the software will voice prompt employee department and name.

☐ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

Click the button [OK] to save the setting.

5.6.2. T&A Status Setting

Click the [T&A Status setting] option, and the [T&A status setting] window pops up:



Click the state which is going to be modified. Input the status description.

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.

5.6.3. Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:

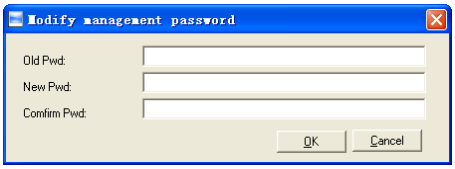
Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button [ ] to set a time. And then click the button [Add] to add the time to the [Downloading Time].

Click the button [OK] to save the setting.

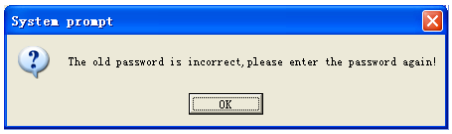
5.6.4. Management PW Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:



[Old password]: Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

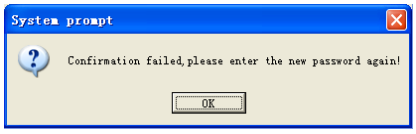


Click [OK] and input old password again.

[New Pwd]: the password user wants to set.

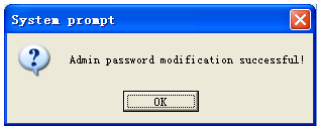
[Confirm Pwd]: Input new password again to confirm.

If confirm Pwd is different from new one, system will prompt:



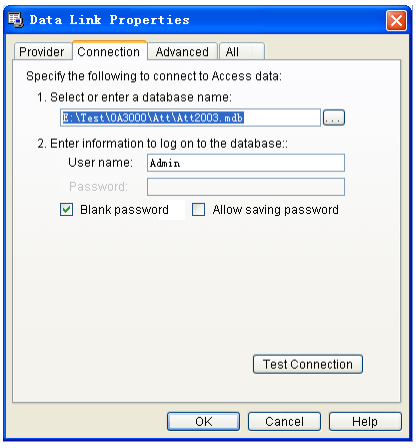
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:

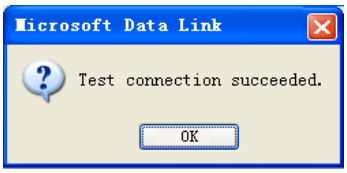


5.6.5. Database Linking Setting

Click the [Database linking setting]. The [Data Link Properties] window pops up:



Click [...] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts:



Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,

5.6.6. Exit System

Click [Exit system]. It prompts:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.7. User Interface Configuration

5.7.1. Interface Skin Color

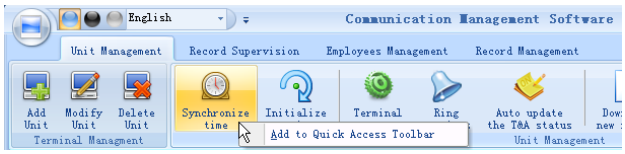
Shift the skin color by press the button [ ].The style is Windows XP system style.

5.7.2. Change the Software Language

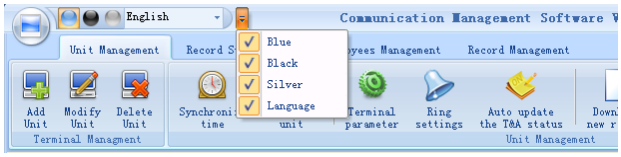
Choose the language in the option [Chinese].

5.7.3. Set Quick Access Button

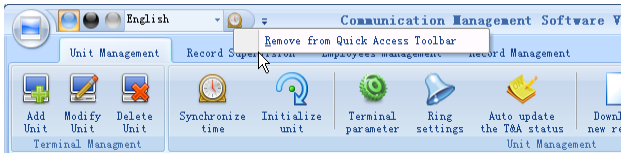
Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:



Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:



Move the cursor to the quick access button. And then click the mouse's right button. It prompts:



Click the item “Remove from the Quick Access Toolbar”.

Chapter6. FAQ

Frequently asked questions and answers

6. FAQ

6.1. Fingerprint has enrolled but often gets failure in identification.

Reason	Solution
1. The fingerprint was not captured properly.	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light.	Avoid direct sun light or other bright light.
3. Too dry finger.	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics.	Clean fingers with towel.
5. Low fingerprint quality with callus or peeling.	Enroll other fingers with better quality.
6. Wrong way in placing fingers when punching in/out.	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor.	Clean sensor surface (Adhesive tapes recommended).
8. Not enough finger pressure.	Place the finger evenly on the sensor with moderate pressure.
9. Influence by fingerprint image change.	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet.	Place enrolled finger.

6.2. The machine cannot connect with PC.

Reason	Solution
1. Communication method not set correctly.	Select the correct communication method.
2. Cable not plugged firmly or cable hardware problem.	Plug the cable firmly or change another cable.
3. Not able to connect COM (wrong COM No.).	Please enter the right COM No.
4. Not able to connect TCP/IP (wrong setting).	Refer to the manual for connecting Time Attendance terminal.

6.3. No records found even though employee has clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default).	Synchronize the time.
2. Minority employee fingerprint false accepted.	1. Add records manually. 2. Adjust fingerprint matching precision. 3. Change another finger and enroll again.

6.4. Clock's time works fine, but FP scanner is off, employee cannot attend.

Reason	Solution
1. Unit in dormancy status.	Press any key to activate.
2.Fingerprint scanner abnormal.	Restart the machine or change the fingerprint module.

6.5. We do not use the ID + fingerprint mode to verify.

Reason	Solution
1. Wrong ID entered.	Enter the right ID.
2. This user has no right to use 1:1 identification method.	Set 1:1 identification method for this user.

6.6. The unit beeps automatically when no one punches in/out.

Reason	Solution
1. Direct sun light or too bright light.	Avoid direct sun light or other bright light.
2. Latent fingerprint on the surface of sensor.	Clean sensor surface (Adhesive tapes recommended).

Note: If you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!